



Thank you for your interest in Foundations Christian Academy.  
We appreciate your considering our tutorial for your family and  
are happy you have visited with us today.  
We love sharing what God is doing in and through FCA!

We invite you to visit our website to learn more about our program:  
[FoundationsChristianAcademy.com](http://FoundationsChristianAcademy.com)

If you have any questions, feel free to contact us at 615-495-5471 or  
[office@foundationschristianacademy.com](mailto:office@foundationschristianacademy.com).

May God's blessings be upon you as you seek His will for your family.

*Laura Armistead*

FCA Director

*Now to him who is able to do immeasurably more than all we ask or imagine,  
according to his power that is at work within us, to him be glory in the church  
and in Christ Jesus throughout all generations, for ever and ever! Amen.*

*-Ephesians 3:20-21*

# Foundations Christian Academy

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## About us

Foundations Christian Academy (“FCA”) was founded in 2009 by a group of five families who all shared the same vision. These families saw a need for a homeschool tutorial that offered excellent academics, ample social opportunities, and Christian character development while supporting the homeschooling family. After much prayer and seeking God's will, these five families came together to form the founding Board of Directors. Since those early days, the baton has passed to new leadership. The current Board of Directors consists of:

Michele Chandler  
Justin and Laura Head  
Jason & Alex Henderson  
Mike and Heidi Howerton  
Nae and Clara Soundara  
Laura Armistead

## Our Mission

The mission of Foundations Christian Academy is to provide the highest quality education in a Christ-centered, interdenominational environment that supports and enhances the homeschool experience. The Academy focuses on the development of Christian character, worship, quality education, and opportunities for social growth in a supportive environment for its students. Our goal is to prepare our students for lives of integrity, learning, and service to their communities.

## Educational Philosophy

We believe that the ultimate responsibility for a child's education lies with the parents. Foundations Christian Academy exists to encourage, enable, and empower parents to educate their child in a way that first and foremost honors God. We believe it is a privilege to partner with parents, and our desire is that this program complements the primary education being offered in the home. We accomplish this by maintaining the highest standards in academics in a Christ-centered environment.

At Foundations Christian Academy, our desire is to capture and captivate children in a way that instills in them a lifelong love of learning. We provide an environment rich in opportunities for exploration, thinking, and learning. Realizing each child is an individual, our goal is to fan the flame of their gifts and passions, while simultaneously kindling new areas of interest which might otherwise remain dormant. Instructors maintain a close partnership with parents in order to understand, encourage, and nurture their students.

We consider the developmental phases of our students and use the appropriate teaching methods for that stage of development. We do not adhere to one particular methodology of teaching. We incorporate parts of the classical approach of the grammar stage, including memorization of subject matter, particularly in the study of Science and Latin. We utilize the Montessori style of using hands on manipulatives, particularly in the lower academy, to increase comprehension. We use living books and create an environment rich in opportunities, suggesting an element of Charlotte Mason's method of education. We make connections for the students by integrating themes in content throughout the subject areas. Literature correlates with the History and Science curriculum, as well as the Art curricula at times.

## Academics

### Courses of Study

Kindergarten-2nd grades (the Lower Academy) are self-contained classrooms, while grades 3rd-6th (the Upper Academy) rotate through core subjects. Our core subjects include a Language Arts Supplement, Science, History, Latin, and Art. A committee of instructors and professionals chooses the particular books and curriculum for each academic year.

**Language Arts Supplement:** Our Language Arts Supplement utilizes literature as a springboard for comprehension and composition. Composition entails creative writing, poetry, paragraph writing, and the formal essay. In addition, public speaking will be emphasized and incorporated at all grades levels as appropriate.

**\*Note on Language Arts Supplement:** Foundations Christian Academy does NOT provide formal instruction in phonics, spelling, or grammar. It is the responsibility of parents to teach these subjects during at-home instruction for all grades.

The Language Arts program at Foundations Christian Academy comes alongside your at-home instruction to bring enrichment to your child's language experience. These aforementioned skills will only be discussed in the classroom to the extent they pertain to or are incorporated in composition discussions.

**History:** All K-6 graders will study the same historical era on a four-year rotation. History and Language Arts will be tied together when possible to reinforce the subject matter. The time period planned for study for the 2023-24 academic year will be **Year 1: Ancient history: China, Egypt, Greece, Rome (5000 BC – 400 AD)** with lower elementary also focusing on creation. (Please refer to the "Education Continuum" section for the full four-year rotation schedule.)

**Science:** Lower and upper elementary students will have separate science subject rotations. K-2 students will rotate through a four-year broader study while students in grades 3-6 will rotate through 4 years of in-depth science studies. For upper elementary students, immersion in one scientific topic for an extended period of time gives students the opportunity to develop a love for the field and an appreciation for the intricacies and patterns God has embedded within it for us to discover. As with all subject areas, Science will be taught from a Biblical perspective. Hands-on projects and experiments will be incorporated in order to give concrete understanding. For the 2023-24 academic year, K-2 will study **Year 1: Simple Machines, Vertebrates, Life Cycle: Chicks and Eggs, Habitat: Desert**. The students in grades 3-6 will study a different science each year. (Please refer to the "Education Continuum" section for the full four-year rotation schedules.)

**Latin:** Beginning in 3<sup>rd</sup> grade, Latin will be studied one day per week, with emphasis on vocabulary and origins of the English Language. Lower grades may introduce basic vocabulary words within their self-contained classroom.

**\*Note on Latin:** Latin is essential to the fundamental understanding of English, History and writings of Western Civilization. Latin is a very systematic language, and it trains the mind to think in an orderly fashion. It improves English skills, spelling, and vocabulary. The grammatical structure of English is based on Latin, and 50-60% of English words have Latin roots. Latin is also an excellent foundation for the study of many other languages, which are also based on Latin, as well as future studies in medicine, law, and philosophy. Understanding the Latin roots can also be helpful when taking standardized tests.

FCA practices a 4-year cumulative Latin class which emphasizes translation skills acquired in successive years of Latin study for its upper elementary program. As a result, new students in the 4th, 5th, and 6th grades are required to take a week-long summer Latin camp or do tutoring with an outside person with supervision from our Latin instructor. This is designed to equip them with the grammatical and translation skills needed for a successful transition into FCA's Latin program. In addition, accepted students prepare for the summer Latin Intensive by learning the Latin vocabulary taught to the students in their respective grade. The summer Latin intensive for entering 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> graders will be held in late July or early August 2023 - actual dates TBD. If your child is unable to attend Latin Camp, then tutoring will be mandatory, either with our Latin instructor or someone who is approved for the task.

**Art:** Art will be offered one day per week for grades 3rd-6th. Creativity, art theory, and art history will all be emphasized. Art will be incorporated into the core subjects for the lower grades.

## Education Continuum

### Language Arts

In order to create a consistent writing skill progression and build a strong writing program for all the grades, Foundations Christian Academy will utilize four key components in its writing program. The four components are: 1) the 5-step writing process, 2) the author's chair, 3) the hamburger paragraph model and 4) peer review.

#### **The 5-Step Writing Process**

All grades at Foundations Christian Academy will learn the 5-step "Writing Process." Lower grades will experience an introduction to the steps of the writing process. As students progress through each grade, they will utilize the writing process with greater detail, ultimately writing a five paragraph essay.

#### **The Author's Chair**

Introduced in kindergarten and used at each grade level, students will utilize an "author's chair" type of format where they can share some of their writing with the class in an informal presentation manner. The benefits of an "author's chair" include overcoming fear of public speaking, improving public speaking skills, taking pride in one's work, teaching students to be excellent listeners and positive encouragers, and utilizing one form of "publishing" in the writing process.

#### **Hamburger Model Paragraph**

Introduced in lower elementary and used at each grade level, students will learn the "Hamburger Model for Paragraph Writing." This is where the concept of beginning/middle/end and the terms topic sentence, supporting details, and closing sentence, are illustrated with a top bun, burger, trimmings, and bottom bun.

#### **Peer-Review**

Beginning in the 2<sup>nd</sup> Grade and used at each grade level thereafter, students will utilize the "peer review" process where student drafts are shared in the classroom for the purpose of gathering input for the revision step of the writing process.

Teachers will provide specific guidelines for the "peer review" and instruct students how to speak the truth in love when providing feedback to authors.

### History Rotation Schedule\*

Elementary (grades K-6)

**Year 1: Creation, Ancient Civilizations, China, Egypt, Greece, Rome (5000 BC – 400 AD)**

Year 2: Explorers, Middle Ages, Reformation (400 AD – 1600 AD)

Year 3: Early American history – settlers, pilgrims, Native Americans, early Tennessee history (1600s – 1850s)

Year 4: American history – Civil War through modern times (1850s – 2000) with K-2 focusing on modern inventions

### Science Rotation Schedule\*

Lower Elementary (grades K-2)

**Year 1: Simple Machines, Vertebrates, Life Cycle: Chicks and Eggs, Habitat: Desert**

Year 2: The Human Body, Astronomy, Earth: Geology, Layers of the Earth, Rocks, Life Cycle: Frogs,

Year 3: Energy: Heat, Light and Sound, Magnets, Plants, Life Cycle: Bees, Habitat: Grassland

Year 4: Weather, Matter: Solid, Liquid, Gas, Insects (invertebrates), Life Cycle: Butterfly, Habitat: Aquatic

Upper Elementary (grades 3-6)

3rd Grade: Earth Science

4th Grade: Life Science

5th Grade: Chemistry/Physics A

6th Grade: Chemistry/Physics B

\*NOTE: These are general guidelines for History and Science rotations at Foundations Christian Academy. FCA reserves the right to adjust or modify the rotation schedule and subjects covered based upon available materials and time constraints.

**\*Note on Math:** We understand that students have varied learning styles and progress at different paces. Math is NOT taught at FCA. This subject should be covered as part of the elementary student's at-home instruction.

## **Grading and Progress Reports**

The Academy year is broken into four quarters lasting approximately eight weeks each. Progress reports are issued at the end of each quarter. Parent/instructor conferences are held in the fall and spring. The instructors are always available to meet with the parents to discuss any concerns that arise. Parents and instructors will work together to help the student. It is the parent and the student's responsibility to support the instructor's plan for improvement. Foundations Christian Academy reserves the right to withhold progress reports if a family is not current with their financial obligations to the Academy.

Regular attendance and completion of at-home work is crucial to academic progress. If a child misses more than four days per quarter, the instructor may be unable to evaluate the student's participation and retention of subject matter, and an incomplete may be issued. At-home assignments are given by the instructors to progress the students academically, prepare them for in-class discussions, and provide the instructor a basis for assessing the student's ability. Therefore, homework assignments are not optional unless coordinated with the instructor directly.

Kindergarten and 1<sup>st</sup> grade are graded using Needs Improvement, Satisfactory and Outstanding categories. The 2nd - 6th grades use a letter grade scale of the traditional A+, A, A-, B+, B, B-, C+, etc.

## **Academic Requirements**

We require that all students maintain a "C" average each quarter for grades 3 – 6. If a student drops below a "C" average, the student will be placed on academic probation. At the end of the following quarter, if the student again earns below a "C" average for that quarter, the director will meet with the parents to determine next steps with possible dismissal at the discretion of the board.

In addition to the grade earned, students at all grade levels will be evaluated on their class preparedness, class participation, and timeliness and respect for both their instructors and fellow students. Each student's class participation will be reviewed in conjunction with the quarterly grades. A student may be placed on academic probation at the discretion of the board if they exhibit disrespect for their instructor or fellow students or significantly slow down the pace of the class as a result of their actions, even if they maintain the required "C" grade average.

## **Academic Integrity**

FCA students are held to the highest standards of academic integrity. At times, take-home tests or quizzes will be given to be administered by the parent. FCA expects that the student will take the test independently or in accordance with the instructor's guidelines and apply the same level of integrity as would be utilized during classroom tests. Cheating or plagiarizing in any instance will result in parental consultation, and the student will receive a zero on the assignment in question. Repeated offenses will result in the student's dismissal from FCA.

## **Chapel/Bible Club**

As part of our studies, Chapel is held on Monday mornings from 8:35 until 9:05. This is a time for students to gather corporately to share in child-friendly worship, study a passage from Scripture, and celebrate accomplishments. On Fridays, students will meet with their homeroom instructor during this same time for Bible Club. During this time, the students dive deeper into the Bible lesson discussed during Chapel to discuss and understand how the lessons apply to their daily lives. A curriculum that is developmentally appropriate for the Kindergarten through the 6<sup>th</sup> grade is used as a basis for these times of study. Parents are always welcome to attend Chapel or observe Bible Club.

## **General Information**

### **Kindergarten Entrance Requirement**

For entrance into kindergarten at Foundations Christian Academy, FCA requires that the child must be five years old by August 15, 2023.

### **Location/Academy Hours**

Foundations Christian Academy currently meets at Berry's Chapel Church of Christ, 1777 Berry's Chapel Road, Franklin, TN 37069, on Mondays and Fridays, from 8:30 a.m. - 2:25 p.m. The Academy year begins mid-August and goes through mid-May, actual dates TBD.

### **Dress Code**

All clothing should be modest, weather appropriate and conducive to the learning environment. The appropriateness of dress is at the discretion of the staff as outlined in the family handbook. Students who are not compliant with the dress code will be sent home for the day unless a parent provides an appropriate change of clothing.

### **Medication Policy / Allergies**

Foundations Christian Academy cannot administer any medications. If a child needs to receive medication while at the Academy, the parent is welcome to come administer the medication as needed. Any child with a food or other allergy must have a Food Allergy Action Plan or equivalent documentation completed by their physician and on file in the Foundations Christian Academy office. If an EpiPen or similar is required for the child, this issue must be discussed with the Director prior to starting classes at the Academy. Also, for the safety of the child, we require that two EpiPens be provided by the parent; one to be kept in the office and one to be kept in the child's backpack. Foundations Christian Academy will provide guidelines to instructors and families regarding cleanup procedures intended to reduce cross contamination. However, we cannot guarantee that these procedures will be followed without exception. Although Foundations Christian Academy will strive to provide an environment in which exposure to allergens is minimized, we cannot guarantee an allergy-free environment. Also, please note, as tenants, FCA cannot guarantee a nut-free facility. While we will not use nut products as part of FCA instruction, we are not able to provide a nut-free environment due to the fact that we lease our space.

### **Parent Involvement**

All parents are required to serve two full academic days on-site as the Parent Helper of the Day, assisting with projects associated with the Academy and its activities. These duties may be performed by the mother/father/grandparents, but not by older siblings. In addition to parent helper days, we have numerous committees for special events and ask parents to serve on at least one of them.

### **MTEHA Membership**

Upon enrolling at FCA, you will be able to join MTEHA (Middle Tennessee Home Educators Association), a requirement for all of our families, with a discounted rate of \$30 through a group membership with Foundations.

### **Umbrella Academy Registration**

Foundations Christian Academy is NOT an umbrella program; therefore, we require that all students be registered under an umbrella program. Umbrella programs serve to maintain permanent academy records for homeschooled students. Foundations Christian Academy does not maintain permanent attendance or academic records for its students. Progress reports are issued to parents, and it is the responsibility of the parent to forward these to their umbrella program. Proof of enrollment in an umbrella program is required for admission to Foundations Christian Academy. If you need a listing of umbrella programs, please visit

<https://www.mthea.org/umbrella-school>

## **Policy and Fee Schedule**

Application Fee	\$75 per new family Non-refundable Must be received with application Can be paid online or by check
Enrollment Deposit	\$300 (non-refundable) to confirm your acceptance of the offered spot.
Book Fees	Varies by grade; book lists will be sent in July.

### **Tuition**

Tuition is broken down into ten equal monthly payments due by the 1st of every month, starting in August and continuing through May. The method of payment is ACH payments beginning in August (deposited on or about the 5<sup>th</sup> of each month), and paid August – May. A late fee of \$25 will be assessed for tuition not received by the 10<sup>th</sup> of the month. Also, please note that there is a \$25 fee on all returned checks. Cash payments cannot be accepted.

#### **For the 2023-2024 year, tuition rates are as follows\*:**

1<sup>st</sup> child – \$340 per month Aug - May (\$340 per month for one child)

2<sup>nd</sup> child – \$325 per month Aug - May (\$665 per month for two children)

3<sup>rd</sup> child – \$305 per month Aug - May (\$970 per month for three children)

4<sup>th</sup> child – \$275 per month Aug - May (\$1,245 per month for four children)

5<sup>th</sup> +child from same family - \$255 each additional child per month Aug – May

*\*NOTE: FCA reserves the right to change tuition rates for 2023-2024 if needed to balance expenses.*

Late Fee	If tuition is not received by the 10 <sup>th</sup> of the month, a \$25 late fee is charged
Outstanding Fees	If tuition and late fees are not paid by the 30 <sup>th</sup> of the month (for any given month), the student may not be allowed to return to the Academy until financial obligations are paid in full.
Withdrawal Policy	Students withdrawing from the Academy after August 1 <sup>st</sup> but before November 1 <sup>st</sup> are responsible for the first semester's tuition. Students withdrawing after November 1 <sup>st</sup> are responsible for the entire year's tuition. Tuition cannot be refunded or reduced due to absences, withdrawal, or dismissal from the Academy. If a student joins the Academy after the cutoff dates, the withdrawal policy remains the same.

Thank you for your interest in Foundations Christian Academy.  
Please let us know if you have any questions.

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