

Parent Handbook

2026/2027 School Year



**DISCOVERY BRIDGE
PRESCHOOL**

Bridging to the future.



DISCOVERY BRIDGE

info@discoverybridge.org

Discovery Bridge Preschool Agreement

This agreement summarizes the services to be provided, and the fees that will be charged for these services. By signing this agreement, the parent(s) indicates their understanding of, and agreement with the Preschool's policies.

Our mission at Discovery Bridge is to provide exceptional care for children in an educational Christian environment while promoting children's God given abilities through hands on, developmentally appropriate lessons that enhances their social, emotional, spiritual, and academic capabilities. We believe that each child is a unique gift, and it is our mission they know they are loved by God.

We believe that children learn through sensory enhanced experiences and hands-on discovery. Our goal is to bridge children's learning between home and school while creating a solid foundation with a healthy self-concept and a positive attitude toward school and learning!

Our Bridge 4&5 / Kindergarten Hybrid class has 3 comprehensive curricula in order to support proper academic development for a solid foundation. Our goal is to provide a smaller teacher to child ratio which allows us to have more individual instruction. Imaginative play, STEM activities, and hands-on lessons will allow for a child to thrive in our positive learning environment!

POLICIES

1. Registration

The following forms must be completed and received by the Director before instruction begins.

- Registration Information form
- Health Information form
- Authorization for Emergency Medical Care form
- Last page of the handbook signed
- Copy of Dated Immunization Record
- Registration Fee
- Tuition Deposit



Tuition Deposit & Registration Fee

- Monthly Enrollment Rates:
(Extension until 2:30)
- Tuesday and Thursday \$240 \$325
- Monday, Wednesday, Friday \$350 \$450
- Monday through Friday \$500 \$675
- Kindergarten \$650

There will be a registration fee of \$100 to enroll your child in the Discovery Bridge program. This deposit will cover basic supplies and curricula your child will need for the year along with the first month's tuition.

Deposits and Registration fees are non-refundable.

2. Payment

Revised 12/14/2025

Payment for the month is due on the first day of the month. Payment is late on the 5th and a \$50 late fee will be added to the tuition payment if not received. Your child will not be able to attend classes until tuition and fees are paid. You have the option of paying via Brightwheel Payments or Venmo (@DiscoveryBridge). Any financial difficulties contributing to your inability to pay tuition should be discussed with the director.

3. Enrollment

In conjunction with Arkansas state guidelines for Kindergarten admission in 2025-2026, a child must be the age 5 on or before July 31, 2025.

4. Drop-off and Pick-up

Class begins promptly at 8:30 a.m. Teachers will be available for regular drop-off at 8:15. Early drop-off is available daily from 7:30-8:15 for an additional \$5 per day (an invoice at the end of the month will be sent home to reflect this). To facilitate drop-off and pick-up procedures, parents are to walk students to the door, use their Brightwheel code to check-in the enrolled child, then teachers will greet each child and escort them to class. This makes the transition easier for students if parents drop off at the door. If a child is more than 15 minutes late to school more than 3 times a conference between parents and Director due to this causing a disruption for your child and the other children in class that has begun their day.

Children must be picked up promptly for dismissal.

- Children ages 18 months to 36 months will be dismissed at 12:00, unless enrolled for the extension until 2:30. These students will be picked up at their classroom door at both dismissal times after codes are put into Brightwheel.
- Children ages 3 to 5 years old are dismissed from 12:20 to 12:30, unless enrolled for an extension option. These students will be dismissed in the back of the fire station's parking lot. Parents will create a car line and not be past the last tree closest to the road in case of an emergency from the fire department. A car line tag will remain in your window and students will be dismissed in a car line of about 3-4 at a time. Please enter the checkout code.
- Children that dismiss at 2:30 will be dismissed in the fire station parking lot using a carline. Please have your car line tag in your windshield so teachers can have your child ready to dismiss. Dismissal is from 2:20-2:30 and parents will use the iPad and type the check out code for Brightwheel.

If late please send a message to your child's teacher through the Brightwheel app. A parent is considered late after 5 minutes past dismissal and after the 2nd offense a late fee of \$1 a minute will occur. Discovery Bridge is required by law to report to DHS repeated offenses.

Anyone picking up a child must be on the approved pick up list and will need to show identification if they are unknown to the Discovery Bridge staff. The person picking up also needs to use their 4-digit code to check out the child using the Brightwheel system.

6. Holidays / Snow Days

Discovery Bridge does not follow a specific public school Holiday Break schedule. Discovery Bridge will follow Bentonville School District inclement weather schedule, meaning if Bentonville Public Schools are closed due to snow and ice then Discovery Bridge will be as well. Snow days will not be made up unless deemed necessary by the director in extreme situations. Tuition does not change nor is reimbursed for closures due to snow nor holiday breaks. Tuition still is paid to hold your child's spot. Message updates will be sent out via Brightwheel.

7. Clothing and Supplies

Please send a change of clothes with your child to be kept at school in case of emergency. All clothing items from home should have the child's name printed clearly on them inside of a Ziploc bag. Please send your child in appropriate clothing for the weather, as outdoor playtime is an important part of our daily schedule. If the weather is above 32 degrees, students will go outside for at least 10 minutes of their recess. If the temperature is above 95 degrees we will have a 10 minute recess and the remainder of their recess time will be indoors to prevent any temperature related illnesses.

8. Illness

If your child is sick, they will **not** be allowed to attend class at Discovery Bridge. When the child is no longer contagious, remains healthy without any medication and is healthy enough to actively play with other children he or she may come back to class. This helps protect the health and well-being of all the children, and enables us to provide the best possible environment for the children. If your child is ill, please message through Brightwheel to let them know your child will not be attending. No refunds will be allowed if your child is absent.

These are common symptoms that a child has a contagious condition:

Revised 12/14/2025

- Active sneezing or coughing.
- Colored discharge from nose.
- A sore throat (with fever or swollen glands).
- Discharge from eyes or ears.
- Diarrhea (two or more watery stools in 24 hours).
- Vomiting (within the last 24 hours).
- A fever (a temperature of 100.4 degrees Fahrenheit or more).
- An eye infection.
- Rash (especially with a fever or itching).
- Head lice (can return 24 hours after first treatment with 2nd treatment scheduled)

9. Discipline

If disciplinary actions are required and redirection has not been effective, a child will be separated from the other children for a short period of time. Children are never left unattended nor unsupervised. If the situation continues, the Director will be notified and she will speak with the child outside the classroom. Conferences with parents will be requested as necessary. If a child hits, spits, scratches, or kicks another child an incident report will be sent home and in certain circumstances children will need to be picked up. Parents will be notified via phone call or message through Brightwheel. If a child bites they will be immediately removed from other children. Parents will be called and the child will need to go home at the discretion of the Director. After 3 offenses of biting, enrollment will be terminated. If a child has repetitive behaviors that prevents the child and other children from learning the child's parents will have a meeting with the teacher and Director to come up with a plan that can allow the child to continue enrollment; however, if the behaviors whether developmental or behavioral a child can be asked to be removed from Discovery Bridge at any time at the discretion of the Director.

11. Communication

Verbal messages brought by the children cannot be accepted by the teacher or Director. Please send a message to the teacher through the Brightwheel app. Written permission or emailed permission is necessary for your child to ride home with another child or adult (see pick-up guidelines #6).

If there is an instance where you need to speak to your child's teacher, please send a message through Brightwheel to communicate the needs or questions. No conferences with teachers may take place during
Revised 12/14/2025

class time or during the car line process. Discovery Bridge uses Brightwheel and email for best communication. If a concern with your child arises, the teacher will reach out through Brightwheel or speak to you at drop off/pick up to schedule a time to speak about the concern and as a team how to make Discovery Bridge the best learning environment for your child socially, emotionally, and academically!

12. Birthday / Holiday Celebration

Birthdays and Holidays are celebrated at school in simple and appropriate ways. On their birthday, your child has the option to bring a simple snack to share with the entire class. We strongly encourage healthy snacks such as granola bars, cheese cubes, yogurt cups, dried fruit, etc. Invitations to parties may only be passed out if all children are included. All treats must be store bought in original packaging! Please let the teacher know in advance if you plan to send birthday treats. Summer birthdays may be celebrated in the spring, as approved by the teachers.

13. Snacks / Drinks

Discovery Bridge will serve a daily nutritious snack in each class with a fresh fruit or vegetable and a grain. If there are any food allergies, they **MUST** be identified on the registration information. Donation requests are emailed as a sign up genius each month and are always appreciated. A child's cup should **ONLY** have water daily.

14. Volunteers

It is our general policy that no one other than Discovery Bridge staff shall be admitted into the classroom. Anyone with direct contact with students is required to submit a maltreatment check, fingerprinting, FBI records check, criminal records check, and a \$55 application fee. Parents wishing to volunteer should speak to the Director for ways they can serve outside of the classroom.

15. Field Trips

Field trips are a positive learning experience for the children! Discovery Bridge will participate in several field trip opportunities over the year. Information will be sent home prior to the event for parent approval. Parents are required to accompany and transport their child to any field trip. Permission slips will be sent home before field trips to work out all details with parents.

16. Termination

Discovery Bridge Preschool reserves the right to terminate this agreement at any time for any sufficient reason, including but not limited to late payment, misbehavior or unruliness of the child or parent.

You also have the right to withdraw your child from the Preschool at any time, for any reason; however, you must notify Discovery Bridge **30** days before withdrawal. To avoid being charged next month's tuition, please notify Discovery Bridge as soon as possible which will help us in devising a new plan for our budget. Our program's staff and events are based on your child's tuition to create our budget at the start of enrollment as we are a nonprofit program. We appreciate your consideration of this when withdrawing your child. If your child is withdrawn for any reason, no refunds will be permitted. It is highly encouraged to please speak to the director with concerns and see if a solution can be agreed upon.

17. Kindergarten Readiness

By State Licensing Standards we are required to provide each family with the following website that lists different skills and developmental appropriate activities to help your child have a solid educational foundation. The last page will have a signature line stating that you received this.

http://humanservices.arkansas.gov/dccece/dccece_documents/GettingReadyKindergarten.pdf

18. State Child Abuse Investigations

According to the state of Arkansas, your child may be subject to an interview by a licensing specialist, law enforcement or DCFS investigators without parental notification and/or permission at any time regarding investigations of child abuse. The Director will be with the child during these investigations and these people will be badged at all times to ensure the safety of our children.

19. State Licensing Inspections

Parents/guardians may view a copy of any Arkansas state childcare licensing or state health department inspections performed on the program at any time online at the Arkansas DCCECE website.

We hope that these policies will help make attending Discovery Bridge Preschool a positive experience for all of us. By signing this agreement, you are stating that you have read and agree to all policies

contained herein. Thank you for allowing us to be an integral part of your child's early educational experience.

Parent/Guardian Date

Parent/Guardian Date