

Parent Handbook
2024/2025 School Year



DISCOVERY BRIDGE
PRESCHOOL

Bridging to the future.

info@discoverybridge.org

479-208-7878

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!

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

2. Tuition Deposit & Registration Fee

18 months to 36 months and not potty trained

- Tuesday and Thursdays from 8:30-12:00 for \$210 a month (\$285 with extension)
- MWF from 8:30-12:00 for \$310 a month (\$400 with extension)
- Monday through Friday from 8:30-12:00 for \$500 a month (\$640 with extension)

2.5 years old to 5 years old and potty trained

- Tuesdays and Thursdays from 8:30-12:30 for \$200 a month (\$270 with extension)
- MWF from 8:30-12:30 for \$300 a month (\$405 with extension)
- Monday Through Friday from 8:30-12:30 for \$420 a month (\$575 with extension)

There will be a registration fee of \$75 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.

3. Payment

Revised 10/28/2023

Payment for the month is due on the first day of the month. Payment is late on the 10th of each month. After the 10th a \$35 late fee will be added to the tuition payment. If payment is not received by the 15th of the month, your child will not be allowed to attend class. You have the option of paying with cash, check, or venmo (@DiscoveryBridge). If a check is returned, you will be charged \$35. If two checks are returned, you must pay in cash thereafter. Any financial difficulties contributing to your inability to pay tuition should be discussed with the director.

4. Enrollment

In conjunction with Arkansas state guidelines for Kindergarten admission in 2024–2025, the Explorers 3 & 4 year old class is for children who have reached age 3 by August 1st 2024. The Adventurers class is for children who have reached age 4 on or before July 31, 2024.

5. 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. 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 in the front of the school each day. Children ages 3 to 5 years old are dismissed at 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. If late please send a message to your child's teacher through the Brightwheel app or text message the preschool phone number. A parent is considered late after 15 minutes after dismissal and after the 3rd offense a late fee of \$1 per minute will occur. Discovery Bridge is required by law to report to DHS repeated offenses.

6. Pick-up Guidelines

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Anyone picking up a child must be on the emergency information card and 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. Please notify the school of transportation changes via email. It is important that you arrive at the school until they can fit their vehicle safely within the cones so they may leave efficiently for emergencies. Students will sit in the hallway and listen for their name to be called. Teachers will bring your child to the car. Please keep your car line tag where it is visible for teachers and staff to see. We will dismiss bringing several children out at a time for the most efficient pick-up. If the child is staying for extension until 2:30, then parents will pick up in the front.

7. Holidays / Snow Days

Discovery Bridge follows a similar Holiday Break schedule as the Public School System. We will evaluate the conditions of the roads based on Benton County Recommendations whether it is safe to return to school due to weather. Snow days will not be made up unless deemed necessary by the director in extreme situations. Tuition does not change nor reimbursed for closures due to snow nor holiday breaks. Message updates will be sent out via Facebook and remind messages.

8. 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.

9. Illness

If your child is sick, they will not be allowed to attend class at Discovery Bridge Preschool. When the child is no longer contagious nor shows signs of sickness 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 text or email the office 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:

- 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)

10. 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 or 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, bites, spits, or kicks another child an incident report will be sent home that parents will need to sign and return to be placed in the child's folder. After 3 offenses a conference will be scheduled to discuss the matters further.

11. Communication

Verbal messages brought by the children cannot be accepted by the teacher or Director. Please send written notes with children, a message sent to the teacher through the Brightwheel app, or email director. 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
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class time or during the car line process. Discovery Bridge uses the Remind application, Brightwheel, email, texts, and phone calls for best communication. If a concern with your child arises, the teacher will reach out through email, written note, or verbally 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. Please let the teacher know in advance if you plan to send birthday treats and ask about allergy concerns. Summer birthdays may be celebrated in the spring, as approved by the teachers. **Parents are always welcome to visit the facility during birthday celebrations, special holiday events, and attend any field trips with their child.**

13. Snacks / Drinks

Discovery Bridge will serve a daily nutritious snack in each class. 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.

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 \$35 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.

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 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