

# Saipan SDA School Child Development Center

Where Students . . .

*Live to learn,*

*Live to love,*

*Live to give.*

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***Welcome to the Saipan  
Seventh-day Adventist  
School family.***

***Your choice to be a part of  
this school will make it a  
better place this year.***

***This handbook is a guide  
for parents/guardians to  
learn the procedures and  
policies of the  
Saipan SDA Child  
Development Center.***

***Join us for an exemplary  
learning experience where  
students live to learn, live  
to love, live to give.***

## **Seventh-day Adventist Philosophy**

The Seventh-day Adventist Church recognizes God as the only source of existence and truth. In the beginning, God created in His image a perfect humanity - a perfection later marred by sin. Through Christ and His Spirit, God determined to rescue humanity from its lost state. Through the Bible, He has revealed His will to the world - a revelation that supersedes human reason. Through His Church on earth, He seeks the lost of His Kingdom.

The basic tenets of the SDA Church, as well as the inspired writings of the spirit of prophecy, are directed toward God's restorative plan for fallen humanity. The SDA Church's education system seeks to share these beliefs, within the context of one's personal relationship with Jesus Christ, and to foster a desire to share that relationship with others.

Made in God's image, every human being, although fallen, is endowed with attributes akin to those of the Creator. Therefore, Adventist education seeks to nurture thinkers rather than mere reflectors of others' thoughts; loving service rather than selfish ambition; maximum development of one's potential; and an appreciation for all that is beautiful, true and good. An education of this kind imparts far more than academic knowledge. It is a balanced development of the whole person. It develops as a child spiritually, intellectually, physically, and socially. It seeks to develop a life of faith in God and respect for all human beings.

## **Mission Statement**

It is our desire to inspire the mind, body, and spirit of each child, through engaging, challenging, and creative learning.

## **World-Wide Educational Institution**

The Saipan Seventh-day Adventist School is a non-profit organization, owned and operated by the Seventh-day Adventist Church, under the direction of the Guam-Micronesia Mission of Seventh-day Adventists. As of 2019-2020, the overall SDA Church Organization operates over 8,800 schools worldwide, with an estimate enrollment of 1.8 million students in preschool through university levels.

### **Campus Locations**

The Saipan SDA School operates both the Child Development Center and the Elementary School in Chalan Kiya. It is located behind the Mobil gas station. The Child Development Center is for age two through age four. The Elementary School (K-8) includes classrooms for Kindergarten thru Eighth grade.

### **Goals**

#### **Spiritual**

1. To help students develop a personal relationship with Jesus Christ through prayer, fellowship, and Bible study.
2. To help students use the Bible as a guide showing how to live a life of purpose and meaning.
3. To help students see the Bible as the word of God.
4. To help students develop the habit of following the example of Jesus in living to serve others.

#### **Academic**

1. To provide an atmosphere where students will be inspired toward academic excellence.
2. To encourage students to think critically, independently, and creatively.

3. To help students develop effective study habits.
4. To provide classes that allow students to obtain the building blocks to lead them to achieve their professional and/or vocational goals.

### **Social**

1. To provide opportunities for students to demonstrate acceptance of others and respect for the rights of others.
2. To provide opportunities for students to understand and develop an appreciation for all people and cultures.
3. To provide opportunities for students to accept their civic responsibilities to maintain peace and protect the environment.
4. To provide an environment in which everyone receives respect and fair treatment by others.

### **Physical**

1. To provide avenues for the development of physical fitness.
2. To promote life-long, healthy lifestyle choices.
3. To provide an environment in which students will learn the value of a temperate life.
4. To teach the value of Christian recreation.

## **Saipan Seventh-day Adventist Child Development Center Campus**

**Philosophy** – The Saipan Seventh-day Adventist Child Development Center Campus creates a community atmosphere, where children feel secure and are motivated to explore their environment, expand their knowledge, and build relationships.

The teaching staff supports the natural development of each child. Current research suggests that children learn best using a holistic learning approach and engaging in educational experiences through exploration. We offer a rich environment that supports creative thinking, early literacy, and age-appropriate educational activities.

It is vital to each child's success that good communication is developed and maintained with families. Family participation in the school is important because this enriches the child's education and builds a deeper sense of community.

The children are offered as many hands-on experiences as possible. Learning stations and activities are used to enhance student learning and include but are not limited to the following:

- Library & Literacy
- Worship & Gathering
- Safety & Health Education
- Drama & Practical Living
- Science & Discovery
- Arts & Crafts
- Music & Movement
- Math Center
- Writing Center
- Physical Fitness

## **Types of Programs**

Toddler Enrichment - 24 months to Toilet Trained  
Preschool Class (K-3) - Toilet Trained to Pre-Kindergarten  
Pre-Kindergarten – K-4

## **Hours of Operation**

The SDA Child Development Center operates all year with a Mid-August through May school year, and a June through Mid-August summer program. Hours of operation are Mondays through Thursdays from 7:00 a.m. – 5:15 p.m., Fridays from 7:00 a.m. — 4:00 p.m., excluding holidays and days off as listed on our yearly school calendar. Full Time sessions are from 7:00 – 5:15 p.m., or more than 7 hours a day. Semi-Full-Time sessions are from 8:00 a.m. – 3:00 p.m., or up to 7 hours a day. There will be a \$1.00 per minute charge to your account if you pick up your child after CDC hours. Please be on-time to pick up your child. This applies to after 5:15 p.m. Monday – Thursday and after 4:00 p.m. on Friday.

## **Admission Policy**

Each family must complete the following procedure below before attending school –

1. Introduction Meeting
  - Meet with the Child Development Center's Administration/Principal/Classroom Teachers.
  - Submit required documents as listed
2. Orientation Day – A day may be scheduled for your child to come to school and spend time in the classroom, prior to beginning school. This allows you and your child to experience the school firsthand.

Admission to the SDA Child Development Center is open to all students regardless of ethnic background, physical ability, or religious beliefs.

## Enrollment Rates

**Registration** – A registration fee of \$150.00 is charged for the school year enrollment. This fee is non-refundable and will NOT be pro-rated on the month of enrollment. However, if a child enrolls after March 31<sup>st</sup>, the summer registration fee will be waived.

**Materials Fee** - A fee is charged for curriculum materials and classroom supplies. This fee is non-refundable and will be charged on a pro-rated fee based on the quarter in which the student enrolls.

**Material fees are as follows:**

- Toddler Enrichment
  - Semi Full-Time: \$375.00
  - Full-Time: \$400.00
- Preschool
  - Semi Full-Time: \$400.00
  - Full-Time: \$425.00
- Pre-Kindergarten
  - Semi Full-time: \$425.00
  - Full-Time: \$450.00

**New Student Fee:** \$25.00

**Insurance (Required for all students):**

\$12.00 per year (School Hours)

\$18.00 per year (24 Hours)

## Tuition Rates

**Monthly Tuition** – Full tuition payment is due on the last day of each month. Tuition is due monthly regardless of a student's attendance. There is NO refund for missed days due to illness or weather-related school closings such



as typhoons or storms. There is a \$30.00 fee for all returned checks. Subsequent cash re-payment is due immediately.

### **Tuition rates are as follows:**

- Toddler Enrichment  
Semi Full-Time: \$360.00 per month  
Full-Time: \$390.00 per month
- Preschool  
Semi Full-Time: \$355.00 per month  
Full-Time: \$385.00 per month
- Pre-Kindergarten  
Semi Full-Time: \$315.00 per month  
Full-Time: \$365.00 per month

Semi Full-Time hours include care from 5-7 hours per day, and Full-Time hours include care from 7-10 hours per day.

**Miscellaneous Costs** – Minimal costs for special projects and field trips throughout the year will be communicated to parents by the classroom teachers and/or principal.

### **Financial Policies**

**Multiple Student Discount** – For students in the same immediate family a tuition discount is given.

- 2<sup>nd</sup> Child – 10% discount
- 3<sup>rd</sup> Child – 15% discount
- 4<sup>th</sup> Child – 20% discount

**Advance Payment Discount** – A 10% discount on tuition is offered for those who wish to submit pre-payment for entire school year.

**Recruitment Discount** – Parents who recruit NEW students to the school can receive a \$100 discount towards their next month's tuition once the new student has been accepted into the program and payment is made in full for the first month's tuition. This discount does not apply for recruiting temporary students.

### **Delinquent Accounts**

Full monthly payment is due on the last day of every month. Once an account becomes more than 15 days late, a 3% late fee will be assessed each month. Any student account that is not paid in full by the end of every month will be considered delinquent and will enter the following 3-Step Financial Delinquency Status:

Step 1 – A letter of reminder will be sent to parents/guardians and/or to the individual responsible for finances, requiring payment to be made within 5 working days.

Step 2 – Student can be suspended from attending any school activity until payment is made. A letter of suspension will be sent. Person(s) responsible for finances must make payment to SDA School.

Step 3 – If an account remains delinquent and financial arrangements are not made within 45 days, then the student is withdrawn, and the account may be sent to a collection agency.

### **Reserving a Spot**

Tuition is due, regardless of attendance. The tuition payment reserves a student's spot at school. A student may be gone for the summer and pay the following

year's registration fee to hold their enrollment. However, a student who is going to be gone during the school year will be withdrawn and his/her spot cannot be held or guaranteed unless a payment of a 40% tuition holding fee up to a maximum of 6 weeks is paid in advance to hold the student's spot. This policy enables the school to continue a quality program offered to as many children as possible.

### **Program Withdrawal**

Any parent/guardian wishing to transfer or withdraw their child from the SDA School should do the following:

1. Fill out the withdrawal form in the office at least five days before the last day of attendance.
2. All financial obligations must be paid in full.

Tuition payments will not be pro-rated for students who are withdrawing. The above procedures will assist the teacher and administration to help the child with the transition process, making it as smooth as possible.

### **School Holidays, Breaks, & Days Off**

The center is closed for many of the legal U.S. and C.N.M.I. holidays. In addition, there are days off for staff development as listed on the school calendar.

### **Attendance Policies**

#### **Sign-In at Drop-Off Time**

Parents/Guardians MUST sign their child in and out every day. This is a CNMI law requirement. We will use the LittleLives School Management System check in app for

attendance by taking pictures of students with the parent or guardian that will automatically record the time they arrive and leave the school. We will also use the Little Lives thermometer to take temperature that will automatically record the reading via Bluetooth.

**Safety Concerns** – Students should not be left unattended in any vehicle during pick-up or drop-off for the safety of all students. Parents/guardians must accompany their child from their vehicle to the office for drop-off.

### **Absence or Late Arrival**

Parents/Guardians should call the school ahead of time if there is an anticipated absence or tardy on any day. It is important for our staff to know who will be attending school each day. Students should be at school around their scheduled time or make special arrangements if coming later.

### **Health Policies**

#### **Prevention**

The Child Development Center Teachers use universal health precautions, such as disinfecting items and hand washing often throughout the day. Children are actively taught about personal health. Parents/Guardians are encouraged to follow through at home, to prevent their child from becoming sick during the first few weeks of attendance, while their child's immune system adjusts from being exposed to the many new children in class. If the student exhibits any symptoms, the student will have to stay at home and only brought to school once fully recovered.

## Food

Students will remain at their desks for breakfast, lunch, and snacks. No meals/snack sharing. Parents/Guardians are responsible for providing student's snacks daily and are encouraged to provide a healthy meal. Sugar snacks or unhealthy foods should not be sent to school. Meal times are at the following times:

- Breakfast/AM Snack 8:00 – 8:30 a.m.
- Lunch 11:15 – 12:00 p.m.
- PM Snack 2:30 – 3:00 p.m.

The Public School System has daily meals which can be purchased. The costs are below:

- Breakfast \$ .50 per meal
- Lunch \$ .75 per meal

Families with religious food preferences or children with specific food allergies should indicate this information in the student registration form. Special meals may be requested from the Food and Nutrition Service office.

## Accidents

The SDA Child Development Center is very safety conscious and is always looking at safety prevention; but accidents can occur. If a child sustains a head injury or other serious injury, the parent/guardian will be promptly called. Meanwhile, treatment will be sought if deemed necessary. All minor accidents will be treated and documented on an injury report form that parents/guardians will be asked to sign.

## Toilet Training

The teaching staff will gladly assist children with toilet training when the child shows interest in this process. Methods used will include providing frequent opportunities, applauding all attempts, and practicing much patience.

Parents/Guardians should provide pull-ups and an extra change of clothes. Children are expected to wear pull-ups and diapers until training is complete, and the child can use the restroom without assistance.

## Updated COVID-19 Protocols

It is essential for all teachers, students, and staff to **practice good hand hygiene, observe physical distancing,** and limit time spent in close public places as much as possible. Staff-child ratio will be followed at all times. Each classroom is equipped with an Ultraviolet (UV-C) Motion Sensor System with reflectors for daily disinfection.

When students are sick or exhibits any COVID-19 symptom, students are not allowed to go to school. If the student or any household family member tests positive, a copy of the certificate of completion for isolation from the CNMI COVID-19 portal is required before the student can return to school.

Students will have staggered drop off and pick up times. Parents will be required to indicate their regular drop off and pick up time upon enrollment.

Students will have their temperature checked and recorded (1) upon arrival; (2) during the mid-day; and (3) at departure. A student who has a temperature of 100.4°F or 38°C will have to return home. During the day, if a student is recorded to have a fever, the responsible parent

will immediately be contacted. The student will remain in the designated waiting area for quick parent pick-up.

All toys will be disinfected after each use and before they are passed to another student in accordance to the Center for Disease Control's guidance for a safe and correct application of disinfectants and using EPA approved disinfectant to use against COVID-19. Playground equipment will be disinfected between use by different groups.

Washing hands often with liquid soap and water for at least 20 seconds will be practiced under teacher supervision. If liquid soap and water are not available, students will use an alcohol-based hand sanitizer provided in each room. If hands are visibly dirty, always wash hands with liquid soap and water. All restrooms are equipped with liquid soap dispensers, paper towel dispensers, and foot pedal trash cans to minimize hand contact during restroom use.

When confirmed COVID-19 outbreak occurs in the center, the school will immediately contact the Governor's COVID-19 Task Force at 285-1672/1352 and the Child Care Licensing Program at 664-2572 to determine appropriate next steps. All rooms and equipment will be cleaned and disinfected after 24 hours have lapsed to minimize potential exposure to respiratory droplets. Staff and students will only be allowed back to the center once they have completed the required isolation days and a copy of the certificate of completion for isolation have been received.

**Medication** – The SDA School staff cannot administer any medication to students unless the parent(s)/guardian(s) requests such assistance in writing and a doctor provides written instructions. Parent(s)/guardian(s) should submit a note, along with any medications, to the Saipan SDA School office for each day their child will need to take

medication during school hours. Parents can come to the school to administer any medication to their child throughout the day, as they may deem necessary.

### **Nap Time**

Nap Time starts at 12:15 p.m. and every child in the Toddler Enrichment Class, Preschool Class, and most Pre-Kindergarten children **MUST** nap or rest quietly during nap time. During nap time, children will be spaced apart more than 3 feet, head-to-toe or toe-to-toe. Mats will be cleaned and disinfected after every use.

### **Personal Belongings**

All students' clothing should be labeled with the child's name, using a laundry pen or permanent marker. The school is not responsible for any lost articles. Each child will have their own cubby for their belongings to be stored in throughout the day.

### **Cubby Supplies**

Each student cubby should be stocked with the following items:

- 2 changes of clothes, including a change of underwear
- Blanket and sheet for nap for all students
- Package of diapers and wipes (if applicable)
- Water bottle

### **Laundrying**

The SDA Child Development Center does not provide laundry service for clothes and bedding for students. This



is the responsibility of the parents/guardians. The teachers will gather the child's bedding to go home every Friday. It is the parent's/guardian's responsibility to take it home and return it to school the following school day.

## **Student Behavior**

### **Fighting Policy**

Children are not allowed to physically fight or even play fight. It is important for children to learn from an early age that fighting is not safe. The SDA Child Development Center teaches that violent/aggressive behavior is not safe. Parents/Guardians should discuss the dangers of fighting and violence at home, in addition to encouraging them to have respect for all life.

## **Guidance & Discipline**

The SDA Child Development Center practices and promotes positive discipline techniques. The school aims to look at underlying causes and work with children individually to resolve any undesired behavior(s). Children are taught how to make choices and how to take responsibility for their actions and choices in order to provide them with a sense of mastery and self-esteem.

Positive discipline techniques are used, such as re-direction, separation, private talks, cool-off and teacher time. **Corporal punishment is NEVER permitted.** Staff members are prohibited from shaming, punishing, or rejecting a child.

As students are growing and learning how to appropriately express and process their thoughts and feelings, the teachers address behaviors, explore the causes, and teach children ways to process and communicate their needs or thoughts. The goal is to help children learn to accept

themselves and thrive in their environment, as they face life's challenges.

It is important for the teaching staff to understand family expectations for each child. Expectations and responses will vary according to the age, ability and specific needs of each child.

Parents/Guardians with questions or concerns about discipline techniques that are used, should discuss this with the principal.

### **Inappropriate Items**

Children may not bring the following to school: toys, sharp objects, candy, or sugar-filled snacks. Often toys become a distraction from school activities, and students will often whine to get their toys or sugary snacks. These items should be left at home. If a child brings these items to school, the classroom teacher will take them and hold them throughout the day. The teacher will give these items back to the parent/guardian at pick-up time. Parents/Guardians should check their child's school bag before coming to school each day.

### **Confidentiality Policy**

Every family has the right to privacy and confidentiality. The staff of the Saipan SDA Child Development Center will not disclose personal information to others without written parent/guardian consent, unless a law is broken which requires mandated reporting (See Mandated Reporting). Written records and information are shared only with the staff to better serve the student. The teaching staff work as professionals and will not share any information with others. Students in the school are further protected by the fact that their names are withheld from other parents when they are involved in an accident. The school does not want any child to be labeled or shunned.

## **Mandated Reporting**

All the staff of the school are mandatory reporters under federal law. According to the law, the school is liable if it withholds information regarding a child's safety. The school is mandated by federal and local law to report any suspected child abuse or neglect. The principal will discuss all school issues regarding a student with their parents. It is the responsibility and commitment of the teaching staff to help keep every child safe.

## **Insurance**

The school carries liability insurance on the school and personal student insurance on each child.

## **CNMI Licensing Guidelines**

The SDA Child Development Center is licensed by the CNMI and is mandated to follow local and federal law standards. The current teacher/student maximum ratio is as follows:

### **"Toddler Enrichment"**

- One teacher to every 6-7\* children

(\*Teacher ratio depends on how many Toddler A students are enrolled.)

### **"Preschool" Class**

- One teacher to every 8 children

### **"Pre-Kindergarten" Class**

- One teacher to every 10 children

# **Saipan SDA School Child Development Center Parent Handbook**

## **Signature Page**

I have read the Saipan SDA School 2022-2023 CDC Parent Handbook. If I have any questions, I will contact the office.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Child's/Children's Name

\_\_\_\_\_  
Date

**\*Please return this page to the office to be placed in your child's folder.**