

SAIPAN SEVENTH-DAY ADVENTIST SCHOOL CHILD DEVELOPMENT CENTER STUDENT & FAMILY HANDBOOK

SY 2025-2026

Where Students...

Live to learn,

Live to love,

Live to give.

P.O. Box 501063, Saipan, MP 96950

Phone: (670) 234-7326 / (670) 234-7330

Fax: (670) 235-7326

Email: office@saipansdaschool.org

Website: www.saipansdaschool.org

Welcome

Welcome to the Saipan Seventh-day Adventist School family. We are grateful that you have chosen our Child Development Center (CDC) to partner with your family during these important early years.

This handbook is designed to help parents and guardians understand the procedures, expectations, and policies of the Saipan SDA Child Development Center. Clear communication and consistent partnership between home and school help us provide a safe, caring, Christ-centered learning environment.

We look forward to an exemplary learning experience in which children live to learn, live to love, and live to give.

Seventh-day Adventist Philosophy

The Seventh-day Adventist Church recognizes God as the ultimate source of existence and truth. In the beginning, God created humanity in His image, a perfection later marred by sin. Through Christ and His Spirit, God works to restore humanity. Through the Bible, He has revealed His will to the world, and through His Church He seeks to reach and restore people.

The basic teachings of the Seventh-day Adventist Church, together with the inspired writings of the Spirit of Prophecy, point toward God's restorative plan for humanity. Adventist education seeks to share these beliefs in the context of a personal relationship with Jesus Christ and to nurture a desire to share that relationship with others.

Because every person is created in God's image, Adventist education seeks to develop thinkers rather than mere reflectors of others' thoughts; loving service rather than selfish ambition; the fullest development of each

person's God-given potential; and an appreciation for what is beautiful, true, and good. This education reaches beyond academic knowledge to the balanced development of the whole child - spiritually, intellectually, physically, and socially - while cultivating faith in God and respect for all people.

Mission Statement

Our mission is to inspire the mind, body, and spirit of each child through engaging, challenging, creative, and Christ-centered learning experiences.

A Worldwide Educational System

Saipan Seventh-day Adventist School is a nonprofit organization owned and operated by the Seventh-day Adventist Church under the direction of the Guam-Micronesia Mission of Seventh-day Adventists. The Seventh-day Adventist education system serves students from early childhood through university level around the world.

Campus Location

Saipan SDA School operates both the Child Development Center and the Elementary School in Chalan Kiya, behind the Mobil gas station. The Child Development Center serves children from 18 months through age four.

Program Goals

Spiritual

- Help children develop a personal relationship with Jesus Christ through prayer, fellowship, and Bible learning.
- Help children understand the Bible as a guide for a life of purpose and meaning.

- Help children recognize the Bible as the Word of God.
- Help children follow the example of Jesus by learning to serve others.

Academic

- Provide an environment that inspires children toward age-appropriate academic growth and excellence.
- Encourage children to think critically, independently, and creatively.
- Develop foundational learning habits and skills.
- Provide developmentally appropriate learning experiences that prepare children for future academic success.

Social

- Provide opportunities for children to demonstrate acceptance of others and respect for the rights of others.
- Help children understand and appreciate people and cultures.
- Encourage age-appropriate responsibility for peaceful relationships and care for the environment.
- Provide an environment in which each person is treated with dignity, respect, and fairness.

Physical

- Provide opportunities for the development of physical fitness and gross- and fine-motor skills.
- Promote lifelong healthy choices.
- Teach children the value of balanced and temperate living.
- Encourage wholesome Christian recreation.

Child Development Center Philosophy

The Saipan Seventh-day Adventist Child Development Center seeks to create a secure, caring community in which children are encouraged to explore their environment, expand their knowledge, build relationships, and grow in confidence.

Our teaching staff supports the natural development of each child through a holistic, developmentally appropriate approach. Children learn through exploration, relationships, play, hands-on experiences, and purposeful instruction. We provide a rich learning environment that supports creative thinking, early literacy, numeracy, physical development, practical living skills, and age-appropriate spiritual growth.

Strong communication with families is essential to each child's success. Family participation enriches the child's education and strengthens our school community.

Learning Areas

Learning stations and activities may include, but are not limited to:

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

Programs and Hours

Types of Programs

- Toddler Enrichment - 18 months to toilet trained
- Preschool Class (K-3) - toilet trained to Pre-Kindergarten
- Pre-Kindergarten (K-4)

At this time, the facility does not provide infant care.

Hours of Operation

The Child Development Center operates year-round, with the regular school year generally running from mid-August through May and the summer program from June through mid-August. The Center is closed on holidays and other days listed on the annual school calendar.

Schedule	Monday-Thursday	Friday
Center Hours	7:00 a.m.-5:15 p.m.	7:00 a.m.-4:00 p.m.
Semi-Full-Time	8:00 a.m.-3:00 p.m. / up to 7 hours	Up to 7 hours
Full-Time	More than 7 hours / within Center hours	More than 7 hours / within Center hours

A late pick-up fee of \$1.00 per minute will be charged after the Center’s closing time: after 5:15 p.m. Monday through Thursday and after 4:00 p.m. on Friday. Families are expected to arrange timely pick-up.

Admission and Enrollment

Admission Policy

Before a child begins attending the Center, each family must complete the enrollment process, including the following:

- **Introduction Meeting** - Meet with the Child Development Center administration, principal, and/or classroom teacher(s), and submit all required enrollment documents.
- **Orientation Day** - When appropriate, an orientation day may be scheduled before the child's first regular day. This allows the child and family to become familiar with the classroom and school environment.

Admission to the Saipan SDA Child Development Center is open to students regardless of ethnic background, physical ability, or religious belief, subject to the Center's program capacity, licensing requirements, and ability to meet the child's needs.

Enrollment Fees

Fee	Amount	Notes
Registration Fee	\$150.00	Non-refundable; not prorated. If enrollment occurs after March 31, the summer registration fee is waived.
New Student Fee	\$25.00	Applies to new students.
Insurance - School Hours	\$12.00/year	Required for all students.
Insurance - 24 Hours	\$18.00/year	Optional coverage level as listed by the school.

Materials Fee

A non-refundable materials fee is charged for curriculum materials and classroom supplies. The fee may be prorated according to the quarter in which the child enrolls.

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

Tuition Rates

Full monthly tuition is due on the last day of each month. Tuition is charged regardless of attendance. Refunds are not provided for missed days due to illness or weather-related school closures, including typhoons or storms. A \$30.00 fee applies to returned checks, and replacement payment is due immediately.

Program	Semi-Full-Time / Month	Full-Time / Month
Toddler Enrichment	\$360.00	\$390.00
Preschool	\$355.00	\$385.00
Pre-Kindergarten	\$315.00	\$365.00

Semi-Full-Time care includes approximately 5-7 hours per day. Full-Time care includes approximately 7-10 hours per day, within the Center’s operating hours.

Miscellaneous Costs - Small charges for special projects or field trips may occur during the year. Classroom teachers and/or the principal will communicate these costs to families in advance.

Financial Policies

Multiple-Student Discount - Families with more than one enrolled child may receive the following tuition discounts: second child - 10%; third child - 15%; fourth child - 20%.

Advance Payment Discount - A 10% tuition discount is offered when tuition for the entire school year is paid in advance.

Recruitment Discount - A family that recruits a new student may receive a \$100 credit toward the following month’s tuition after the new student has been accepted and the first month’s tuition has been paid in full. This discount does not apply to temporary students.

Delinquent Accounts

Monthly tuition is due on the last day of each month. An account more than 15 days past due is subject to a 3% monthly late fee. Delinquent accounts will follow the three-step process below:

- Step 1 - A written reminder will be sent to the parent/guardian and/or person responsible for the account, requesting payment within five working days.
- Step 2 - The student may be suspended from school activities or attendance until payment is made. A written suspension notice will be issued.
- Step 3 - If the account remains delinquent and satisfactory financial arrangements have not been made within 45 days, enrollment may be terminated and the account may be referred to a collection agency.

Reserving a Spot

Tuition is due regardless of attendance because tuition reserves a child's place in the program. A child who will be away during the summer may hold enrollment for the following school year by paying the next school year's registration fee.

During the regular school year, a child who will be absent for an extended period will ordinarily be withdrawn unless a 40% tuition holding fee is paid in advance. The holding fee may reserve the child's place for up to six weeks, subject to program capacity.

Withdrawal or Termination of Enrollment

- Submit a withdrawal form to the school office at least five days before the child's final day of attendance.

- Pay all outstanding financial obligations in full.

Tuition may be prorated based on the date the withdrawal form is submitted to the office. Advance notice allows the teaching staff and administration to support the child through a smooth transition.

School Holidays, Breaks, and Days Off

The Center closes for many U.S. and CNMI legal holidays and for designated staff-development days. Families should refer to the annual school calendar for scheduled closures.

Attendance, Arrival, and Pick-Up

Daily Sign-In and Sign-Out

Parents or guardians must sign their child in and out each day in accordance with CNMI requirements. The school uses its designated school-management attendance system to record arrival and departure. Families must follow the current check-in and check-out procedures communicated by the Center.

Authorized Individuals for Pick-Up

During enrollment, the child's legal guardians and any custody restrictions or court orders must be documented. A child will be released only to a parent/guardian or another individual authorized by the custodial parent or guardian.

- The names and contact information of authorized individuals must be kept current.
- Staff may require a valid photo ID before releasing a child.

- If an authorized person is unavailable, a parent/guardian may authorize another individual through verified communication, including written permission or confirmed telephone communication.
- A child will not be released to an unauthorized person.

If an unauthorized individual attempts to remove a child or poses a threat, school administration and law enforcement may be contacted immediately.

Safety at Drop-Off and Pick-Up

Children must not be left unattended in a vehicle during drop-off or pick-up. Parents/guardians are responsible for accompanying children to and from the appropriate classroom or designated handoff location.

If a parent or guardian appears intoxicated, aggressive, or otherwise unable to transport the child safely, staff will contact another authorized individual and notify school administration. Staff members should not attempt to manage a threatening or unstable individual alone. The school may deny access to any person whose behavior poses a safety risk. If the person refuses to leave, threatens others, or attempts to remove a child by force, law enforcement should be contacted immediately.

Absence or Late Arrival

Parents/guardians should notify the school in advance whenever a child will be absent or arrive late. Children should arrive near their scheduled time unless other arrangements have been made.

Health and Safety Policies

Health Records and Daily Health Checks

Parents/guardians must provide written proof of age-appropriate immunizations and keep those records current. A current health certificate from the child's physician or medical provider is required as part of enrollment and according to applicable school and licensing requirements.

Staff complete daily health observations through direct observation, communication with the parent/guardian, and, when appropriate, conversation with the child. Children who are ill should remain at home.

If a child develops a fever of 100.4°F (38°C) or higher while at school, the parent/guardian will be contacted promptly.

Illness and Return to School

A child whose illness is contagious, potentially life-threatening, or significantly interferes with the staff's ability to care for the child and other students may be required to remain at home. When symptoms persist or when the school determines that medical clearance is appropriate, the family may be asked to obtain written clearance from a physician or medical provider before the child returns.

Prevention and Sanitation

The Center follows routine health precautions, including frequent handwashing and regular cleaning and disinfection. Children are taught age-appropriate personal health practices, and families are encouraged to reinforce these habits at home.

Toys, classroom materials, restrooms, and play areas are cleaned and disinfected according to the Center’s procedures and applicable public-health guidance. Handwashing with liquid soap and water for at least 20 seconds is supervised as appropriate. When soap and water are unavailable, alcohol-based hand sanitizer may be used according to school procedures.

Pest Management / Quality Control

The school maintains sanitary conditions to reduce pest infestations by removing breeding areas, sealing cracks and openings, repairing water damage, and removing clutter and waste. When additional treatment is necessary, targeted pesticide applications are used, beginning with the least hazardous appropriate products. Applications are performed by licensed or certified professionals in accordance with applicable law.

Food and Meals

Children are expected to remain in designated eating areas during breakfast, lunch, and snacks. Food and drinks should not be shared between students. Parents/guardians are responsible for providing daily snacks and are encouraged to provide healthy food choices. Candy and other high-sugar snacks should not be sent to school.

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

Public School System meals may be available for purchase. The handbook lists breakfast at \$0.50 per meal and lunch at \$0.75 per meal. Families should confirm current meal availability and pricing with the school office.

Families with religious dietary preferences, food allergies, or other documented dietary needs should provide this information on the student registration form. Special meal requests may be coordinated with the Food and Nutrition Service office when available.

Allergies

Parents/guardians must identify known allergies on the enrollment form and notify classroom staff. When a treatment or emergency action plan exists, families should provide a current copy to the school. Allergy information will be made available to appropriate staff while respecting student privacy. Parents/guardians will be contacted promptly regarding suspected allergic reactions or known exposure to an allergen. Emergency medical services will be contacted immediately for a serious allergic reaction.

Accidents and Urgent Medical Incidents

The Center takes reasonable precautions to maintain a safe environment; however, accidents can occur. If a child sustains a head injury or other serious injury, the parent/guardian will be contacted promptly, and 911 will be called when emergency medical assistance is needed. Appropriate first aid will be provided within the scope of staff training.

Minor injuries will be treated and documented on an incident or injury report. Parents/guardians may be asked to review and sign the report, and a copy will be maintained in the student's record.

Medication

School staff do not administer medication to students under the policy stated in this handbook. A parent/guardian may come to the school to administer medication to their child when necessary.

Toilet Training

Teaching staff will support toilet training when a child demonstrates readiness and interest. Staff will provide regular opportunities, encouragement, positive reinforcement, and patience.

Parents/guardians should provide pull-ups or diapers, wipes as applicable, and extra clothing. Children should continue using pull-ups or diapers until toilet training is complete and they can use the restroom independently, consistent with the requirements of the child's program.

Inclusion, Screening, and Referral

Inclusion of Children with Special Needs

The school's Inclusion Committee includes the principal, head teacher, and special education professional. The Committee reviews whether the Center can appropriately meet a child's identified needs. Decisions are based on available staffing, program resources, facilities, safety considerations, and the Center's ability to provide appropriate care and education.

Screening and Monitoring Program

Within 45 days of enrollment, parents/guardians will receive information and a consent form regarding participation in the school's developmental screening and monitoring program. Families who consent may receive the

Ages & Stages Questionnaires, Third Edition (ASQ-3). Screening may be conducted twice each year, with results discussed during parent-teacher conferences.

Referral Process

When screening results, documented observations, or other developmental information indicate that further evaluation may be appropriate, the head teacher will communicate with the parent/guardian regarding possible early intervention or early childhood special education resources. The referral process may include systematic documentation and behavior or developmental observations.

Daily Program and Student Belongings

Nap and Rest Time

Nap/rest time begins at approximately 12:15 p.m. Children in Toddler Enrichment, Preschool, and most Pre-Kindergarten students are expected to nap or rest quietly. Mats are arranged according to the Center's current health and safety procedures and are cleaned and disinfected after use.

Physical Activity, Outdoor Play, and Screen Time

The Center promotes daily active play, including outdoor play when weather and conditions permit. Daily schedules include developmentally appropriate structured and unstructured movement activities that support gross-motor development and social interaction.

Because the program prioritizes physical activity, personal interaction, and hands-on learning, digital media is limited to no more than one hour per day.

Personal Belongings

All clothing and personal items should be clearly labeled with the child's name using a laundry pen or permanent marker. The school is not responsible for lost items. Each child is assigned a cubby or designated storage area.

Cubby Supplies

- Two changes of clothing, including underwear
- Blanket and sheet for nap/rest time
- Diapers or pull-ups and wipes, if applicable
- Water bottle

Laundering

The Center does not provide laundry service for student clothing or bedding. Bedding is generally sent home each Friday and should be returned clean on the next school day.

Security and Visitors

The campus is fenced, and gates are generally closed from 8:15 a.m. to 3:00 p.m. During these hours, authorized individuals and visitors should enter through the school office. Visitors are required to sign in and sign out.

Classroom exits and door hardware are maintained to support safe evacuation during a fire or other emergency. If an unauthorized person enters the campus, the school will implement its applicable emergency preparedness and response procedures.

Volunteers and Helpers

Volunteers are welcome to assist with school activities when approved by the school and when all applicable requirements are met.

- Volunteers must submit the documents required for CCLP approval before beginning volunteer service.
- Volunteers age 18 or older must complete the required background check.

Communication and Conferences

Open communication between families and school staff is encouraged. Parents/guardians may communicate through the school's designated communication platform, by telephone, or by arranging a meeting with the teacher or administration.

Parent-teacher conferences are generally scheduled twice each year, once in the fall and once in the spring. Additional conferences may be arranged when needed.

Student Behavior and Positive Guidance

Fighting, Aggression, Biting, and Hitting

Physical fighting and play fighting are not permitted. Children are taught that aggressive or violent behavior is unsafe and are guided toward respectful, age-appropriate ways to communicate and resolve conflict.

Caregivers and teachers will intervene promptly when behavior threatens the safety of the child or others. When aggressive behavior persists, the school will work with the family and, when appropriate, qualified health,

behavioral, early childhood, or mental health professionals to develop a support plan.

Guidance and Discipline

The Center uses positive, developmentally appropriate guidance and discipline. Staff seek to understand the causes of behavior, teach appropriate choices, help children communicate needs and feelings, and support the development of self-control and responsibility.

Strategies may include redirection, separation from a situation, private conversation, a brief cool-down period, and individual teacher support. Corporal punishment is prohibited. Staff members may not shame, humiliate, reject, or use inappropriate punishment with a child.

Expectations and interventions are adjusted according to each child's age, ability, developmental level, and individual needs. Parents/guardians with questions or concerns about guidance or discipline should speak with the classroom teacher, head teacher, or principal.

Temporary Removal / Limitation of Services

Temporary removal from attendance, suspension, expulsion, or another limitation of services will be considered only under the limited conditions described in the Center's policy on preventing expulsions, suspensions, and other limitations in services. Decisions will involve appropriate school personnel and, when applicable, qualified early childhood mental health professionals.

Inappropriate Items

Children should not bring toys, sharp objects, candy, or high-sugar snacks to school unless specifically requested or approved by the teacher for a

school activity. Personal toys can distract from classroom activities and may create conflict among children.

If an inappropriate item is brought to school, the teacher may hold the item for safekeeping and return it to the parent/guardian at pick-up. Families are encouraged to check children's bags before school.

Confidentiality and Mandated Reporting

Confidentiality Policy

Every family has a right to privacy and confidentiality. The Saipan SDA Child Development Center will protect student and family information and will disclose personal information only as authorized by the parent/guardian or as required by law.

Student records and information are shared only with personnel who need the information to serve the child or fulfill legal and professional responsibilities. School personnel are expected to maintain professional confidentiality. When incidents involve more than one child, the school protects the privacy of all children and families involved.

Mandated Reporting

School personnel are required to comply with applicable child-protection and mandated-reporting laws. Suspected child abuse or neglect will be reported to the appropriate authorities as required by law. The school's responsibility is to protect the safety and well-being of every child while following applicable reporting requirements.

Insurance

The school maintains liability insurance and student accident insurance as described in the school's current insurance coverage and enrollment materials.

Policy on Preventing Expulsions, Suspensions, and Other Limitations in Services

As a CCDF provider, the program seeks to avoid expulsion, suspension, or other limitations in services - including denial of outdoor time, withholding food, or using food as a reward or punishment - because of challenging behavior or a health or safety condition, except under limited circumstances.

The Center is committed to inclusive practices and to supporting children who demonstrate challenging behavior through proactive strategies, collaboration with families, documentation, and the use of appropriate professional resources.

Limited Exceptions

A limitation of services, including suspension or expulsion, may be considered only when one or more of the following conditions applies:

- **Safety Risk** - Continued placement clearly jeopardizes the physical safety of the child or classmates, as assessed by a qualified early childhood mental health consultant, and recommended interventions and supports to maintain a safe environment have been exhausted.
- **Lack of Family Participation** - The family is unwilling to participate in mental health consultation made available through the child care

program or to independently obtain and participate in appropriate mental health assistance available in the community.

- Program Mismatch - Continued placement clearly fails to meet the child's mental health and/or social-emotional needs, as agreed by the staff and family, and another program better able to meet those needs has been identified and is ready to provide services.

Implementation

To support consistent implementation, the school will:

- Include this policy in the Parent/Family and Staff Handbooks.
- Provide orientation and training for CDC and Elementary staff so that personnel understand the policy.
- Document steps taken to address challenging behaviors and related concerns.

Documentation may include behavior incident reports, observation logs, parent communication records, meeting notes, referrals or consultations with outside agencies, and correspondence with the CCDF office. Records will be shared with authorized staff, families, and CCDF as appropriate and as permitted or required by law.

Policy and Procedure Updates

School policies and procedures are reviewed annually by the School Board and administration to help ensure that they remain relevant and responsive to the needs of students, families, staff, licensing requirements, and applicable law.

CNMI Licensing Guidelines

The Saipan SDA Child Development Center is licensed in the CNMI and is required to follow applicable local and federal standards. The handbook currently lists the following maximum teacher-to-child ratios:

Program	Teacher-to-Child Ratio
Toddler Enrichment	1 teacher for every 6-7 children*
Preschool	1 teacher for every 7 children
Pre-Kindergarten	1 teacher for every 10 children

**The Toddler Enrichment ratio depends on the number of Toddler A students enrolled. Families should refer to current CNMI licensing requirements and school communications for any updated ratio requirements.*