



SAVANNAH ADVENTIST CHRISTIAN SCHOOL

LITTLE LEARNERS

A Christian School of Excellence

 50 Godley Way, Pooler, GA 31322  912-748-5977  www.sacssda.org

Handbook & Calendar

Early Childhood Center

Accreditation

Early Childhood Center

Accrediting Association of Seventh-day Adventist
Schools, Colleges, and Universities

Georgia Bright from the Start

Elementary & Middle School

Accrediting Association of Seventh-day Adventist
Schools, Colleges, and Universities

National Council for Private School Accreditation
(NCPSA)

Georgia Private School Accreditation Council
(GAPSAC)

2025-2026

Handbook

General Policies for Preschool and Pre-K

2025–2026

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WELCOME LETTER

Dear SACS ECC Parent,

Welcome to the Early Childhood Center at Savannah Adventist Christian School! It is our commitment to work side-by-side with you to provide the best early education for your child(ren). We are grateful that you have entrusted us with this joyful and great responsibility, and commit to work diligently to transmit values like kindness and respect, as well as knowledge, in a safe, nurturing, Christian environment.

Please take time to read this handbook, and become familiar with our center and procedures, and remember we are always available for suggestions, questions or concerns.

Sincerely,

Esther Martinez

SACS Principal/ECC Director

EARLY CHILDHOOD CENTER MISSION AND PURPOSE

A happy Early Childhood Center experience is preparation for the school years to come. The mission of the Savannah Adventist Christian Early Childhood Center is to help young children gain the confidence they need to become lifelong learners.

We educate the whole child through a variety of activities including physical movement, mental stimulation, character development, social skills, trustful relationships, and the application of spiritual truths. Mornings are full of many learning activities, singing, socialization, and physical activity. Some of the activities will include learning numbers, the alphabet, shapes, and colors. Your child will learn Bible stories and even memorize Bible verses. Snack and lunch times provide opportunities for your child to learn proper etiquette and practice being thankful for what God has given. Those who are registered for early morning or afternoon care will follow a schedule which includes rest time, planned activities, and free play.

THE OBJECT OF CHRISTIAN EDUCATION

"To restore in man the image of his Maker, to bring him back to the perfection in which he was created, to promote the development of body, mind, and soul that the Divine purpose in His creation might be realized- this was to be the work of redemption. This is the object of education, the great object of life. Love, the basis of creation and of redemption, is the basis of true education." *Education*, p. 15, 16

POLICY OF NONDISCRIMINATION

It is the policy of the Seventh-day Adventist Church and of Savannah Adventist Christian School to admit students of any race, creed, or culture to all the rights and privileges, programs, and activities generally made available to students of the school. This school receives no federal funds and is therefore not subject to IDEA, ADA, and Section 504 of the Rehabilitation Act of 1973; we retain the right to determine if we are able to meet the individual needs of applicants.

ADMISSION AND ENROLLMENT INFORMATION

AGES OF CHILDREN SERVED

The Savannah Adventist Christian Early Childhood Center serves children 3-5 years of age. The extended care program at Savannah Adventist Christian School serves school-age children 3-14 years of age (Preschool through 8th grade). The Summer/Day Camp program at Savannah Adventist Christian School serves children from 3-12 years of age.

Preschool: A fully potty-trained child may enroll in Preschool on or after their third birthday, at any point in the school year (August to May). We offer enrollment options for three-day (Monday, Wednesday, Friday), and five-day (Monday to Friday) programs.

Pre-Kindergarten: A child must turn four on or before September 1 to enroll in Pre-Kindergarten in August. Pre-K is a five-day per week program.

ADMISSION REQUIREMENTS

Applications are accepted year-round for the Early Childhood Center. The center may not accept a child for enrollment, or continue a child's enrollment, if the services needed to protect the health and safety of the child cannot be provided by the center.

1. The application is available online through the school website. Parents of all new applicants will be asked to provide a letter of recommendation before scheduling a family interview with the SACS principal, ECC director, and classroom teacher. Approval for admission is signaled by an invitation to complete the Online Enrollment process. The enrollment process must be completed before a child may attend school.
2. To help children transition smoothly into the ECC community, all new students are admitted to SACS on probationary status for a three-month period. Should any concerns arise during this time, the school will work closely with families to address any concerns or

determine if a different learning environment might better suit a child's individual needs.

3. The following documents are required before a student will be allowed to attend school:

- ☐ Completed Online Application & Enrollment
- ☐ Birth Certificate
- ☐ Tuition Agreement*
- ☐ SACS ECC Family Contract
- ☐ Consent to Treatment and Emergency Medical Authorization Form (included in online enrollment)
- ☐ Current Immunization Records** - GA Form 3231
- ☐ Guide for Authorization for Medication, if necessary
- ☐ Custody Documentation, if applicable

* Tuition Agreements must be completed on TADS. Automatic payments are available through TADS, or monthly payments may be made online (bank transfer or credit card) or in the office (cash, check, or money order).

**The state of Georgia requires an up-to-date immunization record for each child on file at the school office.

REGISTRATION POLICY

Registration for the next school year will begin in January of then current school year. Priority will be given as follows:

1. January starts the Constituency Registration (this includes currently enrolled students, siblings of current students, and members of the Savannah First Seventh-day Adventist church), on a first-come, first-served basis. The application and enrollment processes are to be completed online. Complete instructions can be found on the school website. A non-refundable Application Fee of \$50 is charged *for new students only*. A Registration Commitment / Hold-Your-Seat Fee is charged for all students during this period and is to be paid online.
2. "Open House" marks the beginning of the Open Enrollment period, on a first-come, first-served basis. No other priority is ensured once Open Enrollment starts. The application and enrollment processes

are to be completed online. Complete instructions can be found on the school website. A non-refundable Application Fee of \$50 is charged *for new students only*. A Registration Commitment / Hold-Your-Seat Fee is charged for all students and is to be paid online.

Once a class is full, a waiting list is prepared for that class and names are listed in the order they are received. Completed online application, application fee, and online enrollment required. When a space becomes available, families on a waiting list will be given 48 hours to pay the Registration Commitment Fee, or the space will be offered to another student on the list.

Please understand that parents are responsible for updating their child's records when changes are made. (i.e. health insurance, medications, authorized persons allowed to transport child, phone numbers, work locations, emergency contacts, family physicians).

Further information on application and enrollment can be found on our website at sacssda.org/apply, or download the current [Info Packet](#).

WITHDRAWAL POLICY

Parents finding it necessary to withdraw their child from the Early Childhood Center at Savannah Adventist Christian School will need to follow these procedures:

1. Have a conference with the ECC Director and/or SACS Principal.
2. Notify the classroom teacher.
3. Return completed withdrawal form to the business office.

Parents should provide a minimum notice of ten (10) school days prior to the child's last day of attendance. A full month's tuition will be charged for attendance after the 15th of the month. Half of the tuition for the month will be charged for attendance from the 1st through the 15th of the month.

DISENROLLMENT POLICY

Grounds for Disenrollment: Our goal is to support each child's development while maintaining a positive and safe learning environment for all. Disenrollment from the Early Childhood Center may occur under the following conditions:

1. Non-Payment of Fees: Failure to pay tuition or any other required fees within the stipulated time frame may lead to disenrollment.
2. Behavioral or Safety Concerns: Persistent behavioral issues that disrupt the learning environment or pose a health/safety risk to the child or others and are not resolved through interventions may result in disenrollment.
3. Non-Compliance with Policies: Repeated failure to adhere to the school's policies and procedures, including the ECC Family Contract.

If circumstances necessitate the disenrollment of a child from our Early Childhood Center, the following procedures will be followed:

1. Initial Notification: Parents or guardians will be notified regarding the concerns that may lead to disenrollment.
2. Meeting with Parents/Guardians: A meeting will be scheduled with the parents or guardians, the child's teacher, and the ECC Director, to discuss the concerns and explore possible solutions.
3. Action Plan: If appropriate, an action plan will be developed to address the concerns. As far as possible, the Center will provide support and resources to help the family meet expectations.
4. Review Period: A review period will be established to monitor progress.
5. Final Decision: If the concerns are not adequately addressed by the end of the review period, a final decision regarding disenrollment will be made. Parents or guardians will be informed in writing of the decision.

Appeals Process: Parents or guardians have the right to appeal a disenrollment decision. Appeals must be submitted in writing to the ECC Director and/or SACS Principal within one week of notification. The

appeal will be reviewed by the Board, and a final decision will be communicated within two weeks.

CONFIDENTIALITY OF RECORDS

Best practices are followed for maintaining personal family information and children's records as recommended by Adventist Risk Management. Children's records are opened only to the child's teacher, ECC/SACS administration, and authorized employees of the licensing organization and Georgia-Cumberland Conference Office of Education.

GENERAL INFORMATION

ATTENDANCE

Students are expected to be on time and in attendance regularly. If your child will be absent or will arrive after 9:00 AM, please notify the office in advance, if possible. ***Particular attention should be given to getting to school on time on Fridays, when we have chapel service beginning at 8:30 AM.***

HOURS OF OPERATION (AUGUST – MAY)

Early morning care is available from 7:00-8:00 AM. The Morning Learning Program runs from 8:00 AM to 12:00 PM. Afternoon care is available from 12:00-3:30 PM or 12:00-6:00 PM (5:00 PM on Fridays). Students MUST NOT be left at school before an adult supervisor is present.

During early morning care, the children may play, rest, and/or eat a light breakfast (provided by the parent). At 8:00 AM, children will be escorted to their classroom. The Morning Learning Program ends with lunch time (provided by the parent). During afternoon care, the children will follow a schedule which includes rest time, planned activities, and free play. Those registered for the School-day Program will need to bring a nap roll for rest time. Those registered for the Extended-day Program need a nutritious afternoon snack (provided by

the parent). Please contact the school office for more details regarding this program including registration information.

Children who are not picked up on time (by 12:30 PM for Morning Learning Program, by 3:30 PM for School-day Program) will be charged a Late Pick-up Fee of \$8 per hour (billed in ¼ hour increments). Late Pick-up after 6:00 PM (5 PM on Fridays): \$5 per 5-minute increment.

Summer Camp (June – July) hours may differ from the school year hours, and will be posted no later than March 1 of each year.

HOLIDAYS & VACATIONS

Students enrolled in the Preschool or Pre-K Early Learning Program will be enrolled in a year-round program (August to July). Holidays plus nine weeks of vacation are scheduled in advance, and coincide with SACS K-8 vacations and holidays. A discount will be given for up one vacation week during the summer months (June & July), as long as vacation is scheduled with the office by June 1. No discount is given for additional days off during the year.

Families who do not require summer care must provide notice no later than April 1. For those families intending to return in August, a hold-your-seat fee is required; otherwise, the seat will be forfeited.

UNSCHEDULED CENTER CLOSINGS

In case of severe weather, we will generally follow the lead of the Savannah Chatham County Public School System.

In case of a contagious disease outbreak, we will follow current CDC, Georgia Department of Public Health, and Georgia Department of Early Care and Learning guidelines and recommendations when making decisions regarding closure of any classroom for quarantine.

We will notify parents of all closures by the Lillio parent message system.

MEALS AND SNACKS

SACS provides a nutritious morning snack for the children in the Early Childhood program. The menu is available, listing foods served as snacks as well as the hours in which they will be served. If your child has any food allergies or dietary restrictions, it is your responsibility to ensure the ECC Director and classroom teacher are both aware of the situation. The snack is vegetarian. The snack includes two of the following food groups each day: a fruit/veggie, dairy or plant-based protein, or grain. Any fruit juice served is 100% juice.

Parents are responsible for providing their child/children with a nutritious lunch each day. *Georgia's Department of Early Childcare and Learning* requires parents to provide healthy, well-balanced lunches. No junk food should be provided. Lunches should include the following food groups each day, One Protein, One Grain, and Two Fruits or Veggies (or one of each). Because of the dietary guidelines found in Leviticus 11, please do not include pork, shrimp and other foods listed as unclean meats in student lunches. Caffeinated or sugary drinks are not permitted.

If parents would like to provide a special treat for the whole class on occasion (birthday, holiday), please arrange ahead of time with the classroom teacher. You are welcome to provide store-bought treats with a list of ingredients. If your child has food allergies or is on a restrictive diet, please notify the teacher in writing and plan to provide alternative treats on special occasions. Teachers will only serve treats if the ingredient list is provided. Because of this policy, non-food treats are encouraged.

NAPTIME/RESTTIME

A cot or mat is provided for each child for naptime/resttime. In order to ease the transition away from home, parents are requested to provide a nap roll for your child to keep at school. Please do not send any toys. We will send the nap roll home to be washed at the end of each week.

CURRICULUM

Our activities are focused on the development of the whole child. Using developmentally-appropriate practices, teachers work with all children in a variety of age-appropriate settings, from groups to individual, that encourage each one's progress and growth.

As a Seventh-day Adventist early childhood program, Biblical principles and values provide the foundation for our curriculum. In addition, we use *Pebbles* and *Pocket of Preschool* to provide inter-disciplinary, integrated learning experiences for the children in our care.

“Have I not commanded you? Be strong and courageous.”
Joshua 1:9 (ESV)

“The Lord is my strength and shield. I trust Him with all my heart. He helps me, and my heart is filled with joy. I burst out in songs of thanksgiving.” Psalm 28:7 (NLT)

UNIFORMS

All Savannah Adventist Christian School students are required to wear school-approved uniforms. No exceptions to the uniform policy will be permitted. If a child comes to school out of uniform, the parent will be contacted to bring the appropriate clothing for him/her to change into.

Beginning with the 2025-2026 school year, uniform tops must have the SACS logo imprint. It is our goal to make the school uniform policy financially affordable to parents.

Uniform tops (polos and outerwear) are approved from two vendors: [Schoolbelles](#) offers an embroidered logo. Our school code is S3211. [Metro School Uniforms](#) offers heat-transferred or screen-printed logo. Search for our school name on their website.

Uniform-style bottoms are also available from both vendors. If you choose to purchase uniform-style bottoms from other vendors, please be sure they match the style and colors available from our approved vendors.

Boys: bottoms—khaki or navy school uniform pants or knee length shorts; **shirts**—hunter green, navy, maroon polo shirts with buttons and a collar.



Girls: bottoms—khaki or navy school uniform pants or knee length jumpers, shorts; **shirts**—hunter green, navy, maroon polo shirts with buttons and a collar. **Polo-style dresses** in navy or hunter green are also allowed. Tights, leggings, or shorts should be worn under jumpers and dresses for modesty purposes.

Preschool/Pre-K students are not encouraged to wear belts due to the problems they can cause when it comes to potty time. All children must be potty trained; therefore diapers, pull-ups, or rubber undergarments are not allowed.

Sock color: solid navy, khaki, black, or white color.

Shoes should be closed (toe and heel) and appropriate for physical education activities. Fashionable boots, dress shoes, and crocs are not allowed. If your child does not know how to tie his/her shoes, please be sure to dress him/her in shoes that do not require tying. The Velcro shoes are much easier for them.

Outerwear: Only solid navy cardigans and logo-bearing outerwear will be permitted in the classrooms. Appropriately-sized coats and jackets may be worn when the weather conditions dictate, and must be removed when entering the classroom. Please write your child's name on all outerwear.



Adornment: Children in the ECC are not permitted to wear fingernail polish or jewelry, including earrings, bracelets, rings, necklaces, etc. Children who need to keep a fresh piercing open may wear clear blanks until the hole is healed. Here is an example of an acceptable clear blank: <https://a.co/d/3I1RXP2>

General Guidelines for dress-down, school spirit, and school performance days:

- Tops must have sleeves, and should cover the tummy at all times. No words on tops.
- Graphics must be limited to those appropriate for a Christian educational environment.



GUIDANCE AND DISCIPLINE TECHNIQUES

From birth, children develop physically, intellectually, socially, and emotionally at their own rate. There is no exact definition of what is “normal,” but there are certain characteristics which children of a certain age share.

Our Center strives to provide an environment which gives each child lots of love and attention. We provide safe opportunities for children to be held, talked to, sung to, and stimulated intellectually by both free and organized play. Safeguarding each child’s right to be protected physically, emotionally, and mentally from harm is always the top priority at our school. While developing trust, we wish to foster a sense of independence by helping children learn to perform simple tasks and praising them for their accomplishments. We also wish for all children to learn to use their senses (sight, hearing, smell, touch and taste) in making good decisions in their daily routines. As children grow, they need continual care and love, consistent routines, and expectations for behavioral growth. They will develop unique identities, acquire longer attention spans, and learn to know what is expected of them physically and socially.

We will endeavor to:

- ✓ Anticipate and eliminate potential problems.
- ✓ Have few consistent, clear rules that are explained to the children and understood by the adults.
- ✓ Have a well-planned daily schedule.
- ✓ Include some group decision-making.
- ✓ Provide time and space for each child to be alone.
- ✓ Help children to resolve their differences.
- ✓ Teach children to share.

When intervention is necessary, we use positive discipline techniques.

- ✓ Redirect a child to a new activity in order to change the focus of his/her behavior.
- ✓ Provide individual attention to help a child deal with a situation.

- ✓ Remove a child for a few minutes from the area of activity so that he/she may regain self-control.
- ✓ Divert the child's attention and remove him/her from the area of conflict.
- ✓ Provide alternative activities and acceptable ways to release feelings.
- ✓ Point out natural or logical consequences of the child's behavior.
- ✓ Offer a choice between two acceptable options.
- ✓ Explain to the child that certain action and/or behavior "is not allowed here at our school."

We will always strive to use positive behavior modification by showing love and encouragement.

- ✓ We will respond to and reinforce positive behavior with praise to let the child know that what he/she is doing is acceptable.
- ✓ Provide rewards for good behavior.
- ✓ Avoid criticizing, using comparison, or causing the children to feel a need to compete for attention.
- ✓ Listen to all children and communicate to them that their thoughts and feelings are important.

We believe positive discipline takes time, patience, repetition, and the willingness to change the approach to each child, both individually and in a group situation. If a child has a habit or issues of an alarming nature that cannot be controlled under normal procedures outlined in this handbook, we will follow the School-wide Discipline Plan outlined in the SACS K-8 Handbook.

To ensure that each child has an enjoyable, nurturing experience while at our Center, certain rules of social behavior will be observed at all times:

- ✓ No one will raise his/her hand to strike or push another.
- ✓ No one will raise his/her voice in anger.
- ✓ No one will belittle or make fun of another.
- ✓ Biting will not be tolerated.

GENERAL RULES

The following rules govern the Early Childhood Center at Savannah Adventist Christian School.

1. Daily attendance records for each child will be maintained containing check in and checkout times, along with the signature/initials of the individual who brought and picked up the child.
2. A child will not be accepted or allowed to remain at the Center if the child has a temperature of 100.4° F degrees or higher and another contagious symptom such as, but not limited to, rash, diarrhea, or sore throat. A child who becomes sick will be isolated until a parent/guardian is able to pick them up. Arrangements to pick up an ill child should take place within an hour of notification. Children with vomiting or diarrhea should be kept home until all symptoms are completely gone or a physician has provided written clearance for the child to return to the Center. *Children with influenza- or Covid-like illness should remain at home until at least 24 hours after they are free of fever (100.4° F) without the use of fever-reducing medications.* Please contact the school office by 10 a.m. with notification of illness.
3. The custodial parent of a child shall, at any time the child is in attendance, be permitted access to all childcare areas of the school. However, they must first sign in at the front office, then make his or her presence known to the Center staff prior to removing the child from the school. They must also properly sign the child out.
4. Parents will sign an emergency medical care form and provide the Center with the name of a primary care physician or clinic, with address and telephone number.
5. At the time of registration, parents will inform the Center of known allergies, physical problems, mental health disorders, or any developmental disabilities, which limit the child's participation in the school's programs and activities. (A description of any special

procedures to be followed in caring for the child, including any special services the school agrees to provide for a child with special needs, must be submitted to the school.)

6. Parents will provide evidence of the child's age and all appropriate immunizations, or a signed affidavit against immunization.
7. Parents will complete an Authorization for Medication form, giving the Center permission to dispense any medication which is to be given to their child while he/she is in the care of the Center. All medication must be properly labeled with the student's name, name of the medication, and the appropriate dosage. It must be in the original container and the time to be given must be clearly stated.
8. Any child suspected of having a communicable disease as defined in the chart of communicable disease will be separated from other children until a parent/guardian can pick up the child. Also, the child will not be re-admitted to the Center until approved by the director.
9. Parents will be notified immediately of (1) any injury, which requires more than simple first aid, (2) noticeable adverse reactions to prescribed medication(s), (3) the need to make immediate arrangements to pick up a child with a fever of 100.4° F or higher and/or diarrhea, sore throat, or rash.
10. The Center will document incidents which require professional medical attention other than simple first aid performed by the Center staff. Documentation will be maintained in the individual child's file.
11. The Center will report all suspected cases of child abuse, neglect or deprivation, communicable diseases, and serious injuries as required by law.
12. Parents will be notified immediately if we must evacuate the premises due to structural damage, fire, loss of utilities, or physical plant problems. Children will be taken to the church next door if that building is safe. If not, arrangements have been made with

the Church at Godley Station to move the children there until arrangements are made for parents to pick them up.

13. Gum chewing is not allowed on the school campus at any time.
14. Due to insurance regulations, children not enrolled in this school will not be permitted to visit in the classrooms unless they are potential students.
15. There will be ZERO TOLERANCE of any weapon (real or toy) on the premises and or grounds of the Savannah Adventist Christian School campus.

“Arise, shine, for your light has come; and the glory of the Lord rises upon you.” Isaiah 60:1 (NIV)

“The Spirit God gave us does not make us afraid. His Spirit is a source of power and love and self-control. So don’t be ashamed.” 2 Timothy 1:7-8 (ERV)

PARENTAL INFORMATION

PARENTS AND VISITORS

SACS welcomes parents. By law, the custodial parent(s) of the child shall, at any time the child is in attendance, be permitted access to all child care areas of the Center and shall make his or her presence known to Center Staff prior to removing the child from the Center. Please note that the ECC entrance at the west side of the building will be open from 8:00-8:15 AM and from 3:00-3:30 PM only. At all other times, the gate will be locked, and parents are to use the main entrance at the front of the school building for access to all child care areas of the Center.

Please note that all parents/visitors are to sign in at the office outside the times mentioned above. To minimize distractions, we only schedule tours outside of school hours, and we discourage parents from visiting the classroom during school hours without prior arrangement with the teacher. Parents are reminded that all conferences are to be scheduled during non-school hours.

Exterior SACS doors remain locked at all times. For the security of our students and staff, parents and visitors should be prepared to show a photo I.D. to be granted access. *During school hours, please park in the church parking lot; do not leave your vehicle in the pick-up/drop-off zone.*

SEPARATION ANXIETY

SACS ECC is committed to creating a supportive and nurturing environment where every child feels safe, secure, and confident. The following tips will help parents and children deal with separation anxiety, which is a normal and healthy part of child development:

- Always say goodbye, even if it's brief, to build trust and avoid reinforcing the idea that you might disappear.
- Avoid long, drawn-out goodbyes, as this can increase anxiety for both you and your child.

PARENT-TEACHER COMMUNICATION

We strive to maintain clear and easy parent-teacher communication at all times. The ways in which we communicate are:

- ✓ Lillio app messages, e-mails, and Facebook postings
- ✓ Verbal communications and telephone calls
- ✓ Written notes sent home with child
- ✓ Information boards and posters on Center door
- ✓ Parent meetings

Parents are invited to make specific appointments with center staff or administration by contacting them directly or through the office.

SACS ECC FAMILY CONTRACT

I/We, the Parent(s)/Guardian(s) of the above-named student, in consideration of the enrollment of my/our child in Savannah Adventist Christian School's Early Childhood Center do hereby agree to the following:

1. I will ensure that my child is sent to school healthy, clean, rested, and prepared to learn, with proper supplies. The current school supply list is available on the website: sacssda.org/parents
2. I will ensure that my child attends school regularly and arrives on time on a regular basis. If my child will be absent or late, I will communicate with the teacher and/or office in a timely manner.
3. I will ensure that my child is dressed in uniform in accordance with the dress code. If my child comes to school out of uniform, I will bring the appropriate clothing as soon as I am contacted.
4. I will attend a minimum of two parent-teacher conferences with my child's teacher, as scheduled. I will not expect the teacher to meet me for unscheduled conferences.
5. I will keep the school informed of a phone number and address where I can be reached during daytime hours and be available to come to the school for emergencies, if requested.
6. I will volunteer my time according to the needs of the school, which are currently 10 hours per year per family.

7. I will keep my account current.
8. I understand that after reasonable interventions have been attempted without success, the School Board has the authority to expel or recommend that a child be withdrawn from the Early Childhood Center at Savannah Adventist Christian School if any of the following circumstances occur:
 - a. Student's behavior consistently violates the Student Standards of Conduct which I have read, and I understand;
 - b. The parent or guardian fails to take responsibility for the conduct of the student or fails to cooperate with the school in efforts to correct the student's behavior.

FAMILY RESPONSIBILITIES RELATING TO ILLNESS

Savannah Adventist Christian School strives to ensure the health and safety of students and staff. Parents have an important responsibility to help the school with this responsibility. Parents' responsibilities include the following:

1. Keep your child home if he/she is sick. Students with influenza- or Covid-like illness should remain at home until at least 24 hours after they are free of fever (100.4° F) without the use of fever-reducing medications and symptoms have improved.
2. Should a student become ill with a low-grade fever or higher during the school day (100.4° F or higher), they will be isolated until a parent/guardian is able to pick them up. Arrangements to pick up an ill child should take place within an hour of notification. Parents should ensure that a designated person is available to pick up a student at any time.
3. Teachers and administration reserve the right to ask students to wear a mask indoors at their discretion.
4. Provide documentation to the office/principal regarding major changes in your child's health like new diagnoses, medication changes, and changes in family physician.
5. Under Georgia law, there is no liability for an injury or death of an individual entering the school premises if such injury or death

results from the inherent risks of contracting COVID-19. By registering your child at Savannah Adventist Christian School, you are assuming that risk.

EMERGENCY PROCEDURES

The staff is trained on safety rules, special hazards, and commonly occurring accidents. They receive instruction on safe practices, evacuation procedures, use of fire extinguishers, etc. At least 50% of all staff members on duty have a current first aid and CPR certification. All children and staff participate in monthly emergency drills. In the event of an actual emergency situation, parents will be notified as soon as possible.

In the event of **fire**, children will be safely escorted out of the building as shown on the site plan in each room. Children will be moved to a safe location such as the far parking lot, the church building next door, or the Church at Godley Station. In the event of **severe weather**, the children will be moved to the restrooms, which are the safest locations in the building during severe weather. In the event of **physical plant problems** such as power failure that affect the climate in the building, we will move the children to Savannah First Seventh-day Adventist Church (next door) or the Church at Godley Station. Parents will be called to pick their children up.

EMERGENCY MEDICAL CARE

Arrangements have been made with the Apple Care Urgent Care, located at 105 Grand Central Blvd STE 108, Pooler, GA 31322, for emergency medical treatment.

TRANSPORTATION AND DROP-OFF/PICK-UP

Parents are responsible for transporting their child to and from school. Parents must notify the school of any adults authorized to transport their children.

The state of Georgia requires that every parent and teacher use the proper restraints for children and themselves. Therefore, it is Savannah Adventist Christian Center policy that children must arrive and leave the school grounds in proper safety seats.

A driver who arrives to pick up a child and is noticeably impaired (i.e. intoxicated or under the influence of drugs) will be asked to wait while the school calls the child's parent/guardian to inform them of the situation. An alternate approved driver will be called to pick up the child if the parent/guardian is not available. If the impaired driver refuses to comply, the police will be called for further assistance.

To ease the transition from home to school each morning, parents are encouraged to drop children off at the door and exit the area promptly. The Lillio app will be used for electronic sign-in. Drop-off is from 8:00 and 8:15 AM at the ECC door, at the west end of school building. After 8:15 AM, the ECC gate will be locked, and the front entrance must be used.

When parents, or persons authorized by the parents, pick up or drop off their child at the school, they must not allow their child to enter or leave the school without an adult escort. The Center will not allow anyone to escort a child from the school whose name, address, and telephone number has not been provided as an "authorized pick up" for that child.

For afternoon pick-up, parents will use the Lillio app for electronic sign-out. Teachers will receive notification that the parent is present on premises, and will bring the child to the ECC door. Pick-up is from 3:00 to 3:30 PM. Children who have not been picked up by 3:30 PM will be transferred to aftercare by the teacher. Parents should access aftercare through the main entrance of the school building and sign their child out on the paper form.

FIELD TRIPS

Parents will be asked to attend field trips and to transport their own child to and from the field trip.

SCHOOL SUPPLIES

Current school supply lists are available at sacssda.org/parents

HOME AND SCHOOL ASSOCIATION

The Home & School Association sponsors activities that support families and the school. All parents are encouraged to be active in our Home & School. Activities are held on a regular basis, and will be announced well in advance.

GRIEVANCE AND RECONCILIATION POLICY

One of the aims of this school is to develop self-discipline in each student. This is best achieved when parents and teachers cooperate fully with one another. Therefore, if a student or parent has a question regarding student discipline at school it should first be discussed with the teacher.

If a satisfactory solution cannot be agreed upon, a three-way conference with the head teacher should be arranged. If this is unsuccessful, the problem shall be put in writing or presented in person at the next school board meeting.

When a parent, or other individual with a concern, has a grievance with a school staff member or school official, the following Local Conflict Resolution Procedure will ensure both parties of due process. It is founded on the Biblical principles outlined in Matthew 18.

- Step 1. Discuss the matter with the teacher** involved.
- Step 2. If the matter is unresolved, meet with the teacher and principal. Fill out a conflict resolution form.
- Step 3. If further assistance is needed, contact the School Board Chairman and present a written statement. (Individual

School Board members should never be contacted regarding a conflict or personal problem.)

Step 4. If the involved parties are still unable to resolve the issue, the Superintendent of Education may be contacted.

** all meetings with the teacher(s) and/or principal must be by appointment

“Great is our Lord, and abundant in power; His understanding is beyond measure.” Psalm 147:5 (ESV)

“He who supplies seed to the sower and bread for food will supply and multiply your seed for sowing and increase the harvest of your righteousness.” 2 Corinthians 9:10

FINANCIAL INFORMATION

EARLY CHILDHOOD CENTER TUITION & FEES

Inclusive Tuition: Total cost includes all registration fees and tuition for an entire 12-month period (August to July). Annual tuition can be paid at the beginning of the school year or in 12 equal monthly payments, beginning in August for each year.

Covered costs include, but are not limited to:

- Student insurance
- Instructional materials
- School yearbook
- School T-shirt for field trips
- Summer Learning Program
- Extended-care options available

Inclusive Tuition DOES NOT include: school uniforms, lunches (when available), field trips, or hourly extended care. Current prices are available in our [Info Packet](#) on the website.

Tuition Agreements must be completed on TADS. Automatic payments are available through TADS, or monthly payments may be made online (bank transfer or credit card) or in the office (cash, check, or money order).

Payments: Payments may be made in monthly installments and are due each month on their due dates. Payments made online at mytads.com are due on the selected due date and subject to a TADS \$50 late fee if not paid within five days. Payments made in the office (cash, check, or money order) are due on the first day of each month and subject to a SACS \$50 late fee after the tenth of the month. It is school board policy to ask parents to withdraw their child from school if they become two months behind in payment. No school records will be transferred to another school until the school bill is paid in full.

Incentives: Tuition discounts are offered for active military parents, Gulfstream or Hyundai employees, or for baptized members of the Seventh-day Adventist Church. A sibling discount is also available for families with more than one child enrolled at the school. A discount will be applied in the office for cash or check payments, subject to eligibility. A 5% discount is allowed if tuition is paid for the entire year in advance, or 3% discount if tuition is paid for a semester in advance. Inquire with the school office for details.

Fees:

- **Late Pick-up Fee:** \$8 per hour
- **Late Pick-up after 6:00 PM (5 PM on Fridays):** \$5 per 5-minute increment
- **Other Fees:** Other fees may be assessed by the school board when deemed necessary.

Withdrawal: The non-refundable Registration Commitment or Hold-Your-Seat fee payment will be forfeited except in the case where a family is required to move for employment or health purposes, in which case a partial refund may be approved. Documentation will be reviewed by school administration. Any refund for tuition will be prorated by the business office at the time of withdrawal, based on the Withdrawal Policy found earlier in this Handbook.

Financial Assistance: We welcome donations to our financial assistance programs. Current information about donating is available at sacssda.org/support.

A limited number of partial tuition grants may be allocated to qualifying individuals each school year. Priority deadline for new and returning students is February 15, and secondary deadline is April 15. Tuition grants are not available for children in Preschool. Current information about qualifying and applying can be found in our [Financial Assistance Opportunities](#) document.

PARENT PARTICIPATION PROGRAM (PPP): One of the ways we keep costs down is by having volunteers help with a variety of tasks. Each family is required to volunteer a minimum of 5 hours per semester (July-December and January-May). Participants will record their service hours via an online submission form. Please report your hours within 30 days. For those families unable to donate time and expertise, there may be an option to donate gift cards for certain projects. At the end of each semester, a charge of \$10/hr will be billed for any Parent Participation hours not completed.

Hours may be accomplished in a variety of ways, including: active participation in planning, set-up, or take-down at school functions; leadership or membership on school committees; coordination of school-wide fund-raising programs; custodial and yard maintenance; specific help requested by classroom teachers; attendance at regularly-scheduled Home & School meetings; other items deemed appropriate by the Program Coordinator. Please see the [PPP supplement](#) for further details. Transporting your own child on a field trip does not count toward PPP hours.

All field trip drivers and chaperones and all those who volunteer on a regular basis in our classrooms are required to complete a child safety training program and background check through Sterling Volunteers at www.ncsrisk.org/adventist. See the office for information about how to sign up. There is no cost to you or the school for this valuable security measure.

GENERAL POLICIES

ASBESTOS

Savannah Adventist Christian School is asbestos free.

The inspection and management plan for Asbestos-Containing-Building-Materials (ACBM) required by the Federal Asbestos Hazard Emergency Response Act (AHERA) has been performed for this facility. The management plan has been submitted to the state for review and approval, and a copy is on file at the school office and is available for public inspection upon reasonable notice. If desired, a copy of the plan may be obtained upon payment of a reasonable reproduction cost.

ADDITIONAL POLICIES

The administration and school board of Savannah Adventist Christian School & Preschool reserve the right to formulate and implement policies, rules, and regulations throughout the course of the year in order to assure the safe and appropriate operation of the school. Additional policies will be made known to the parents and students. Those policies will be equal in force to the policies in this handbook.

IMPORTANT DATES AT A GLANCE

August 7	Open House/Parent Orientation (4-6 PM)
Aug. 11	First Day of School
September 1	Labor Day: No School
Sept. 5	<i>Blessing of the Children (7 PM)</i>
Sept. 10	School Spirit Day: Book Character Theme
Sept. 13	SACS Gr. 5-8 @ Savannah 1 st
Sept. 16	<i>Family Night: Literacy & Books (5:30-7:15 PM)</i>
Sept. 22-26	MAP Testing (Gr. K-8)
October 8	School Spirit Day: Farm Theme
Oct. 4	SACS Gr. 1-2 @ Savannah 1 st
Oct. 8-22	Butter Braid Pastry Fundraiser
Oct. 15	End First Quarter (44 days)
Oct. 12-17	Fall Break: No School
Oct. 27	Noon Dismissal/Parent-Teacher Conferences
November 4	<i>Family Night: Math & Numbers (5:30-7:15 PM)</i>
Nov. 8	SACS Gr. 3-4 @ Brunswick Hispanic
Nov. 9	<i>Fall Festival (2-5 PM)</i>
Nov. 12	School Spirit Day: International Theme
Nov. 18	Butter Braid delivery day
Nov. 21	Noon Dismissal
Nov. 24-28	Thanksgiving Break: No School
December 10	School Spirit Day: Ugly Christmas Sweater Theme
Dec. 13	SACS Gr. 5-8 @ Savannah 1 st (Christmas Concert)
Dec. 18	<i>SACS Christmas Program (7 PM)</i>
Dec. 19	Noon Dismissal/End Second Quarter (40 days)
Dec. 22-Jan. 2	Christmas Break
January 5	Classes Resume
Jan. 15	School Spirit Day: Crazy Theme
Jan. 15	Constituent Registration begins
Jan. 19	MLK Day: No School
Jan. 25	SACS Gr. 5-8 @ Savannah Hispanic
Jan. 27	<i>Family Night: Healthy Living (5:30-7:15 PM)</i>



Have a Google account? Access our calendar here and stay up-to-date with any changes throughout the year!



Want a paper calendar to put on the refrigerator instead? Access a full-color version here!

Jan. 30-Feb. 13	Kids Heart Challenge Service Project
February 2-12	MAP Testing (Gr. K-8); WrAP Assessment (Gr. 3-8)
Feb. 13	Kids Heart Challenge Event
Feb. 15	Financial Assistance Priority Deadline
Feb. 16	Presidents Day: No School
Feb. 18	School Spirit Day: Sports/Team Theme
Feb. 21	SACS Gr. Kindergarten @ Savannah 1 st
Feb. 22	Open House/Soc. Studies Fair/Scholastic Book Fair (3-5 PM)
Feb. 23	Open Registration begins
March 7	School Constituency Meeting (6 PM)
Mar. 11	School Spirit Day: Dr. Seuss Theme
Mar. 13	End Third Quarter (48 days)
Mar. 16-20	Spring Break: No School
Mar. 28	SACS ECC @ Savannah 1 st
Mar. 30	Noon Dismissal/Parent-Teacher Conferences
Mar. 30-Apr. 2	Student-led Week of Prayer
April 3	Good Friday: No School
Apr. 10-May 1	Spring Fun(d)raiser
Apr. 14	<i>Family Night: STEM Theme (5:30-7:15 PM)</i>
Apr. 15	School Spirit Day: Career Theme
Apr. 17	Move-a/Read-a-thon Event (<i>TENTATIVE</i>)
Apr. 18	Celebration of Christian Education (11 AM)
Apr. 20-30	MAP Testing (Gr. K-8)
May 3	Spring Picnic (2-4 PM)
May 4-8	Teacher Appreciation Week
May 6	School Spirit Day: Tropical Theme
May 9	SACS Gr. 7-8 @ Bluffton Hispanic
May 13	Kindergarten Graduation (7 PM)
May 18	Service Day
May 19	Field Day
May 20	8 th Grade Graduation (7 PM)
May 21	Noon Dismissal/End Fourth Quarter (43 days)
June 1-July 24	SACS Summer/Day Camp 2026

SCHOOL TELEPHONE EXTENSIONS

912-748-5977

In the event that no one answers the phone, you can dial an extension at any time after the automatic message begins.

Mrs. Trisha Cruze, Office	103
Mrs. Edris Brown, Gr. K	104
Pastor Michael Kontes	110
Mrs. Esther Martinez, Principal/ECC Director	115
Mr. Kirby Kirschmann, Gr. 5-6	116
Mr. Nathan Graham, Gr. 7-8	117
Ms. Criscilla Frost, Gr. 1-2	118
Mrs. Robin Martin, Reading Specialist	119
Mrs. Barbara Dixon, Gr. 3-4	123
Mrs. Jennifer Beltran, Preschool/Pre-K	124