



2023-2024 PRESCHOOL HANDBOOK

Our theme for 2023-2024:

“Take a Stand - Be an Example”

“Don’t let anyone look down on you because you are young, but set an example for the believers in speech, in conduct, in love, in faith and in purity. 1 Timothy 4:12”

907 Greenbriar Road
York, PA 17404
(717) 767-6842
www.csyonline.com



Dear CSY Preschool Parents.

Thank you for being a part of the CSY family. This handbook provides you with a ready reference on CSY school procedures. It is designed to answer routine questions and/or give direction in circumstances that may arise throughout the school year. If, at any time, there are questions regarding interpretation or understanding, please do not hesitate to ask us. It is good communication and a willingness to dialogue that makes our school the best it can be.

In Him,

CSY Administration

Welcome from the CSY Board of Trustees

On behalf of the CSY Board of Trustees, I am pleased to introduce you to the CSY Preschool Handbook. We are very blessed to begin another new year at CSY. God has been faithful to provide a continued place of Christian education for the children of the many families who have chosen CSY.

The CSY administration and the Board of Trustees encourage you to become familiar with this handbook. We trust that it will provide you material that will be clear and informative, and that it will help enable you and your family to have the highest degree of success in your children's endeavors at CSY.

We believe that Christian education serves as one of the three pillars that are instrumental in building Christ followers, the other two being the Christian family circle and a Christian church. As CSY's Mission Statement says, "Equipping students through academic rigor and uncompromising Biblical truth to impact the world for Christ." We pray that the policies and guidelines contained herein will help you and your family as you seek the Lord and grow in His Spirit through your experiences at CSY.

"Whatever you do, do all to the glory of God." I Corinthians 10:31

Paul Schwane, Chairman
Christian School of York Board of Trustees



Mission Statement

Equipping students through academic rigor and uncompromising Biblical truth to impact the world for Christ.

Vision Statement

CSY provides every student with the spiritual, social, emotional and cognitive tools from a Biblical worldview to be an impactful servant leader in the world today.

Core Values

1. Fostering a Biblical Worldview
2. Pursuing Godly Character
3. Cultivating Community
4. Engaging in Service to Others
5. Developing Academic Excellence

Basis of Faith

We believe:

1. The Bible to be the inspired, the only infallible authoritative Word of God (2 Peter 1:20, 21; II Timothy 3:15-16).
2. That there is one God, eternally existent in three persons: Father, Son, and Holy Spirit (Matthew 28:19).
3. In the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory (Philippians 2:6-11, I Peter 3:18, Hebrews 2:9, Romans 5:9, Acts 2:23,24, Hebrews 8:1, Matthew 26:64).
4. That for salvation of the lost and sinful man, regeneration by the Holy Spirit is absolutely essential (Titus 3:4-7).
5. In the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (I Corinthians 15:20-23, John 5:28-29).
6. In the spiritual unity of believers in our Lord Jesus Christ (Ephesians 1:22-23, Matthew 28:19-20, Acts 2:41-47).



CONTACT INFORMATION

Admissions Office (ext 269)	admissions@csyonline.com
Athletics Department	athletics@csyonline.com
Attendance Office - K-12	attendance@csyonline.com
Attendance Office - Preschool	PSoffice@csyonline.com
Business Office	accountspayable@csyonline.com accountsreceivable@csyonline.com
Donations	give@csyonline.com
Employment	jobs@csyonline.com
Extended Care	extendedcare@csyonline.com
Forms for Parents	https://www.csyonline.com/forms
Fundraising Events	CSYevents@csyonline.com
General Inquiries	office@csyonline.com
Guidance/Class Scheduling	guidance@csyonline.com
IT Support	ITsupport@csyonline.com
Library	library@csyonline.com
Lower School Office (ext 235)	loweroffice@csyonline.com
Lunch Ordering/Cafeteria	lunch@csyonline.com
Middle School Office (ext 221)	office@csyonline.com
Preschool Office (ext 244)	PSoffice@csyonline.com
Safety Manager	safety@csyonline.com
Transportation Changes/Busing	transportation@csyonline.com
Tuition Account Questions	tuition@csyonline.com
Upper School Office (ext 221)	office@csyonline.com
Volunteering at CSY	volunteer@csyonline.com

Christian School of York

Phone: 717-767-6842

Fax: 717-767-4904

www.csyonline.com

ABSENCES

Regular attendance in our program is important for your child to have the very best experience in school. We will take and keep record of attendance each day. If your child is going to be absent from school, please call the Preschool office: 717-767-6842 x244 or email the preschool office at PSoffice@csonline.com to report the reason for the absence. This allows our staff to pray specifically for your child and is an added safety measure in helping us know why your child has not arrived at school. Please see our 'Illness' section on when a doctor's note is needed. We care about you and your child so, if we do not hear from you when your child is absent, we may contact you to find out if everything is okay.

ADMISSIONS POLICY

We are seeking families who desire to invest in their children's lives by enrolling them in a Biblically-based Christian preschool program that focuses on developing the whole child (spiritually, cognitively, socially, emotionally, and physically), where faculty and staff love and follow Jesus Christ.

All new students are on a nine-week probationary period. During this first marking period their behavior, attitude and their influence on the classroom environment are evaluated by the faculty and administrative staff. Parents will be notified of major problems. A student can also be released beyond this 9-week period if there are concerns that are not resolved. We are committed to working closely with you to resolve any problems/concerns to the best of our ability.

If at any time you have questions or concerns about your child's development or behavior, please reach out to his/her classroom teacher.

ALLERGIES

Please be SURE all allergies are reported on your child's application to Christian School of York. If your child has a severe allergy, please be sure to also communicate it clearly and directly with your child's teacher and/or the Preschool secretary. If your child has an inhaler, Epi-Pen, or any other emergency medications, we MUST have a doctor-ordered action plan in place to ensure your child's health and safety. This plan must be updated every school year. If your child's emergency medication must follow him/her, you must be sure to communicate that to us. We may ask you to provide an appropriate means of carrying the medication.

(See 'Medication' section for more information)

ANTI-DISCRIMINATION POLICY

Christian School of York does not discriminate in admissions or hiring based upon race, color, nationality, sex, age or disability. Its expectations for student conduct are based on its religious beliefs. For example, consistent with Christian School of York's beliefs, bathroom, locker room, and pronoun usage are all based on biological sex, as is the dress code and participation in athletics.

ARRIVAL AND DISMISSAL PROCEDURES

PLEASE watch for one-way areas – follow painted lines and arrows in our parking lot.

- **PK2 – PK4 students** - parents may choose curbside drop-off, or may park and walk in.

Upon arriving on our campus, if choosing curbside drop-off, please follow the parking lot around to the right, past all the parked cars, and into the 'traffic circle' in front of the building.

All traffic circle drop-offs need to be as quick and efficient as possible due to the high volume of traffic:

- **Please do not abandon your vehicle in the traffic circle.**
- **If for any reason you need to spend extra time with your child during drop-off, please pull into a parking spot and walk your child into the Preschool so as not to impede the flow of traffic in the circle.**

There will be a CSY staff member or an older CSY student at the Preschool doors to welcome your child and help him/her safely into the building.

Parents are welcome to walk students in at morning drop-off time from 7:45 AM-8:15 AM, after parking the car in the school lot.

Children arriving between 7:00 am -7:40 am will be charged \$5/child/day morning extended care fee. All students (PK-5th grade) need to pre-register for morning extended care. Children who are dropped off before 7:45 AM may need to ring the WHITE doorbell in the vestibule (first glass-enclosed area). This will signal a CSY employee to come and open the door for your child.

Children arriving after 8:15 AM are considered late and will need parents to sign in. Children will be escorted to their classroom by a CSY Preschool staff or faculty member.

Dismissal:

Pick up time is 11:15am (half day) or 3:05pm (full day). Please be sure to have your car sign visible (see pic below) in your car window to assist in this process (CSY will provide 2 car signs. Please request more if needed).



All preschool students will need to be picked up curbside in your vehicle (children will be walked out to you). Children are released only to the parent/guardian or other person authorized for pick-up. Without the car sign, you will be asked to park and come in to the office to show proper I.D. This is for the safety and well-being of your child(ren). If you misplace your family car sign, please notify the office and we will replace them for you. Please do not create a replacement sign on your own, as this may compromise the safety of our children. Families are asked to notify the Preschool office in advance if someone other than a parent is picking a child up. Designated persons may be asked to present a current/valid photo driver's license to ensure the safety of the children.

*****If a half-day student is not picked up by 11:30 AM, the parent will be contacted and a late pick-up fee of \$10 for every block of up to 15 minutes late will be assessed beginning at 11:30 AM. Administration has the final say on situations regarding late fees being assessed.***

***Children who are not picked up by 3:30 PM and not registered for Extended Care, will be taken to our Preschool G.R.E.A.T. Room. A late pick-up fee of \$10 for every block of up to 15 minutes late will be assessed . The administration will have the final say on late fees to be paid arising from emergency situations that cause a delayed pick-up time.*

We do not have these policies in place to create a difficult situation for our families. We highly value our faculty and staff, and therefore must ensure their time is respected. Please know, your child's safety and well-being is always our top priority, and in the event that you are not here to pick up when the school is closing, we will ensure your child is in good care.

ASSESSMENT

Student assessment is a vital part of our preschool program. It allows our teachers to understand where your child is functioning in each of the developmental domains, and how to best create effective instruction.

We use a variety of methods to assess our students. Observation is a key form of assessment in early education. Teachers are regularly observing children and recording information. Portfolios will also be used, which involves collecting samples of student work throughout the school year to see growth. We also use age-appropriate formal assessment (verbal, hands-on, and paper-writing tool when appropriate). We recognize the nature of the early learner, and use assessment in the most developmentally appropriate way to achieve an understanding of progress in specific domains.

Assessment is shared with our families through observation and progress reports four times throughout the school year.

At any time you may request a conference with your child's teacher (required attendance at a parent-teacher conference is in November), in order to discuss your child's overall growth and learning that is occurring at school, as well as any concerns or questions you may have.

AUTHORIZATION FOR PICK UP

The safety of your child is of the utmost importance to us. You will fill out a form that tells us to whom your child can be released. We will then only release your child for pick-up to those people who are approved by you. If we do not recognize the pick-up person, we may ask for a current/valid photo driver's license to match to the name you give us for pick up.

If on any given day you need to have someone new pick up your child, please send in a note with the new pick-up person's first and last name. This note must be dated and signed by you (the parent/guardian). Email can be used for this as well, marked "TIME SENSITIVE" in subject line.

- Please be sure to tell the person picking up your child that s/he must have a current/valid driver's license with photo to show the office for safety purposes.
- Please be sure to make our office aware of any situation that could pose a danger to your child regarding pick-up (custody situations, etc.). Official court orders must be provided and followed if a parent is requesting that the child's other parent not pick up a child.

BATHROOM POLICY

PK2 students may be in diapers, Pull-ups, in-process potty-training, or fully potty-trained. We will work with PK2 students who are ready for potty-training. If a PK 2 student comes to school in undies and is having frequent accidents, we will touch base with you and may recommend Pull-ups or diapers at school until less accidents occur. This is for the sanitary health of the children.

PK3 and PK4 children attending the preschool must be ‘independent bathroomers.’ An independent bathroomer is defined as a child who recognizes the need to go to the bathroom on his own, can then use the bathroom, wipe, wash hands, and redress themselves. We recognize that children at this age may need extra assistance or have occasional bathroom accidents, and we will lovingly provide that help. Parents understand and grant permission for Preschool faculty/staff to help children as needed with bathroom issues (i.e. – wiping and changing).

Families can help encourage their blossoming “independent bathroomer” by providing verbal guidance on how to wipe, supporting and encouraging their child in this process, resisting the urge to “just do it” for their child, and being patient and loving as children practice and learn at home. This will all contribute to the child experiencing greater success at school.

If a child is experiencing bathroom accidents at school on a frequent/regular basis, we may need to request the child not attend until independent bathrooming behaviors have been more successfully developed. We will communicate with you if this becomes a concern for your child.

Our bathroom policies for PK3 and PK4 are not meant to disregard the natural development of the child where potty-training is concerned. However, we must have these established policies to allow our teachers the maximum opportunity to teach and be available to all the students.

BIBLICAL WORLDVIEW

The CSY Preschool is centered on Jesus Christ. We provide a loving, educational environment for your child, which is Biblically sound. Our curriculum is taught from a Biblical worldview, reflecting all truth as set forth in Scripture. Our curriculum includes a specific Bible time, as well as Biblical truths being meaningfully integrated throughout each day.

BIRTHDAY CELEBRATIONS

We love to celebrate the day your child was born! Please contact your child’s teacher if you would like to make arrangements for celebrating your child’s birthday at school. If you choose to send in a special treat, please provide *small individual treats* (for ease of serving, eating, and clean-up). Summer birthdays can be celebrated at the half-birthday mark or another time that you and your child’s teacher establish.

If your child has a specific food allergy, please communicate with your child’s teacher. You may send in an easily stored special snack to be kept by the teacher at school, for your child to have if s/he isn’t allowed to have the birthday snack that another child brings in.

BULLYING

We do everything within our power to create, encourage, and sustain a loving, caring environment. Christian School of York subscribes to the following:

Bullying creates an atmosphere that is unhealthy for everyone. Bullying is a serious problem that causes great pain to those involved. Bullying will not be tolerated.

Definition - It is important to understand that bullying has a repetitive element to it.

- Using power (physically or emotionally) over another
- The bullying student may be physically stronger, more popular, or simply more confident than the person who is being bullied
- Being mean on purpose
- A student who bullies is trying to hurt his/her victim in some way
- Hurting someone repeatedly
- A person usually bullies his/her victim more than once

If a child displays a willful disobedience consistently, or is unable or unwilling to control his/her body in a manner and consistently harms others or impedes the learning process, steps will be taken.

CALENDAR

The CSY Preschool will *typically* follow the same calendar schedule as the K-12th grade of Christian School of York with regard to days off. There will be a few times when the Preschool has a different schedule than our main campus (K-12th grade). PLEASE MAKE CAREFUL NOTE of events and dates specific to the Preschool. The calendar is subject to changes throughout the school year which will be communicated with you via our Defender Weekly– CSY's weekly email. PLEASE be sure to read this communication every week.

CAR SEATS

We love your children, and want to help ensure their safety at all times. If we notice that your child is brought to school, or picked up from school without a proper restraint system in place that follows current PA car seat laws, we may ask the driver about it, and/or inform you of the occurrence. Our heart is to protect your children, and we feel it is our obligation to inquire about unsafe practice that violates the law and may be harmful to a child. Thank you for understanding.

CLEARANCES

During the school year, many opportunities will be available to help in the classroom or on field trips. All volunteers who will be working with children ***must have ALL required volunteer clearances on file including child abuse history clearance, criminal record check clearance and FBI fingerprinting on file with the school.*** Volunteers living in Pennsylvania for the past 10 years (continuous) can be exempted from the FBI clearance and sign a waiver instead.

This policy is required for the safety of our students. We ask that you fill out the necessary paperwork as soon as possible for these clearances, so when the opportunity presents itself for you to help at school, you will have everything in order.

If you have current clearances from your job or church, you may be able to provide copies to our main office, instead of obtaining new clearances. For more information or questions please contact Toni Nalesnik at volunteer@csyonline.com.

Visitors who are attending a concert or program and are not directly responsible for, or left alone with the children, are not required to have clearances. When with students, these visitors will be supervised at all times by an employee or volunteer with clearances.

CLOSINGS AND DELAYS

The CSY Preschool will follow the Christian School of York, grades K-12, for closings and delays. Closings and delays are typically reported to the following television stations: WGAL 8 and ABC 27 and reported to the following radio stations: 90.3 WJTL, WDAC 94.5. We will also send parent text alerts, send email notifications and post to Facebook. If there is a **2-hour delay**:

- Morning Extended Care program will begin at 9:00 AM, instead of 7:00 AM.
- Preschool classes will begin at 10:15 AM. Children can arrive as early as 9:45AM without charge.

CLOTHING

Every child is required to keep a *full spare outfit* in his classroom. This outfit must include: a top, bottom, socks, and underwear. Please help our teachers by providing spare clothes that are *size and season appropriate* and in a bag *labeled* with your child's name.

If your child does not have spare clothes, we will see if we have something size and season appropriate to lend him/her. Clothing lent to your child must be *cleaned and returned* within one week. Families who do not return clothing will be billed \$2/item lent. This will allow us to keep an adequate supply of spare clothes in our office.

If your child needs a pair of underwear during school hours, we will supply a brand new pair to him/her (we strive to keep a supply of brand new, size-appropriate undies on hand). There will be a \$2.00 charge for this service, which will allow us to keep a new supply in stock for emergencies.

COMMUNICATION

We value open and honest communication. If you have questions or concerns, please set up a time to meet with the appropriate person (teacher/ director) as soon as possible. Waiting too long to share a concern or question can create frustration and resentment. Please always take these types of communication directly to the person who can help with the concern so the matter can be addressed appropriately. We can only help situations of which we are made aware.

Email can be an effective communication tool, but often falls short when discussing student behavior or student progress. Please avoid using email to express negative feelings or discontent. It is always better to speak directly to someone when you are experiencing a negative emotion about a situation. You can use email to let the person know that you would like to set up a time to meet with him/her. Teachers will make their school email addresses available to you for use throughout the year. Teachers are required to check their email at least once in the morning and once at the end of the day (and to check their voice mail at least once a day).

****IMPORTANT:** Please do NOT use email or voice mail to relay information that must be *immediately* received. Teachers may be unable to see it in a timely fashion due to their teaching responsibilities. If you have a time-sensitive issue, please call our Preschool office at 767-6842 x244 and our secretary will relay the information to the appropriate teacher.

CONFLICT RESOLUTION

The Biblical model offered in Matthew 18 is the expected pattern for conflict resolution. If a parent is concerned by the words or actions of a teacher, administrator or staff member, the parent should go first to that individual in a timely manner. If, after consulting together and seeking mutual understanding, there is

no reconciliation, then they should agree to go together to the employee's immediate supervisor for resolution of the problem. If this process fails, the problem may be taken to the Superintendent and finally the Board.

Avoid gossip by not talking with others about your concerns. Follow the Biblical pattern and talk to the appropriate person about your concerns. (Refer to the "Parent's Pledge" in the enrollment application.)

CRISIS MANAGEMENT PLAN

The objective of Christian School of York is to protect and care for each student entrusted to our care. Their safety and wellbeing is of primary importance to us. Our faculty and staff have been instructed in emergency procedures. The nature of the emergency situation will determine the plan that is activated. In view of current national events and the need for national security, the school has initiated the following guidelines in case of an emergency:

Announcements relating to an emergency dismissal will be communicated via a text alert and/or email.

If the emergency is such that the building would need to be evacuated, students will be escorted by Christian School of York to a secure location. Local authorities will be involved in the management of such an event.

CURRICULUM

The CSY Preschool accesses the Pennsylvania Early Learning Standards, as well as vital research on early childhood development and developmentally appropriate practice to create our curriculum and end goals. Meaningful themes are used within the preschool classroom to facilitate integrated learning opportunities for students across the five domains: spiritual, cognitive, social, emotional, and physical. Established outcomes/end goals help create a framework for each age group's learning. Our curriculum is comprehensive, ensuring that children's learning is scaffolded - carefully built on previous experiences and providing strong foundation for future learning.

Curriculum objectives provide an atmosphere which encourages within each child:

- An understanding of Jesus and His love.
- Cognitive growth and development.
- Growth of creative thinking and problem solving.
- Positive ways of interacting with peers and adults.
- Respect for their individuality and rights of others.
- Development of a positive self-concept.
- Acceptance and expression of both positive and negative feelings.
- Growth in the area of independence and self-sufficiency.
- Small and large muscle development.

DAILY SCHEDULE

7:00 AM	Morning Extended Care begins. Cost is \$5/child/day. Pre-registration is required.
7:45 AM	Children can arrive for the school day without additional fees.
8:15 AM	School day begins
11:15AM	Half-day students dismiss
11:30AM	Lunch begins for full-day students
12:00 PM	Lunch recess
1 PM	Rest time begins (exact time varies per class)
3:00 PM	Full-day K-12 bus students dismiss
3:05 PM	Full-day private car students dismiss (Preschool-12 th grade)
3:15- 5PM	Extended Care available

Each classroom teacher will establish and maintain a daily schedule, which is carefully framed according to the age group and the development of the children. Your child's teacher can provide you with a daily schedule. Please note there are times when schedules are altered to allow for the most effective teaching to take place. Flexibility is necessary when working with young children, to allow for their natural abilities, development, interests, and needs to be cultivated and met.

DISCIPLINE PROCEDURES

We believe discipline should be:

- Reasonable
- Related
- Respectful
- Redemptive

In the Preschool we follow the 1, 2, 3 behavioral management system as well as provide positive reinforcement opportunities. If a child is not following a class rule he/she will receive a one (warning). This warning gives them the choice to continue the behavior or change it. If the behavior continues, the child will receive a 2 (warning). This second warning provides the child with another chance to change their behavior. If they choose to continue the behavior, the child will receive a 3 and a time-out, one minute per year of age. After the child is finishing taking a time-out, the teacher will use this time as a teachable moment for the child and discuss how to make better behavioral choices. Throughout the school year, appropriate behaviors are modeled and discussed. Reminders are provided of what is expected, and limits set and held to consistently. We purpose to help children learn how to regulate their own behavior and develop problem solving strategies. Ultimately, it is our goal to see each child achieve God-focused self-discipline.

The environment of our school is intentionally planned, orderly, and rich with activity, while allowing for an abundance of imagination and creativity. Children are taught the love of Christ.

At times, a child may lose control of his behavior and erupt in anger or frustration. If this occurs, the teacher or staff member may take the child aside and allow him to work through the anger or frustration in a safe way, before problem-solving with the child. When necessary, a child will be temporarily removed from the classroom, and possibly taken to the office for further assistance.

We recognize this is a training ground and do not expect perfection from our children. We specialize in patience and love. We believe in meaningful, productive communication and reconciliation.

Our discipline policies incorporate vital knowledge of child development, while fully reflecting God's Word in how to handle conflict and issues that arise when working with young children. Discipline has its root in the

word 'disciple' which means 'to teach.' We believe strongly that a discipline moment must have value to the child in teaching him to reflect the character of Jesus Christ.

We highly recommend when you pick your child up from school each day, the first few moments you spend with him/her are spent asking about something fun or special that happened that day. It is so important to have a positive reconnection with your child when you pick up at the end of the school day.

We encourage you to ask your child about his/her behavior that day, but we recommend it is not the very first question you ask. We believe there is immense value in having the children begin by sharing with you something positive they did or learned that day. Once you have made this connection with your child, then you can talk about behavior. This contributes to children developing a sense of God-centered self-worth.

We share this out of love for your relationship with your child, and from many years of experience working with children and their families. Our goal is to establish a safe, loving environment where children feel comfortable and confident to learn and grow.

The following steps will be taken in a situation of misbehavior that is not able to be resolved with the established classroom behavior management plan:

The teacher will:

1. Ensure the safety of all children and stop any unwanted behaviors.
2. Address the situation with the children as needed.
3. Document the exhibited behaviors/situation.
4. Bring the issue to the attention of the parent of the child displaying the behavior, as deemed necessary by the teacher.
5. If the unwanted behavior persists, the teacher and parent will meet to create a plan for improvement. CSY administration and other support staff will be brought in as needed.
6. The established behavior modification plan will be implemented for an appropriate and decided upon length of time.
7. Student behavior will be reassessed, with results being documented and communicated with the parent(s).
8. If behaviors have not improved, the team (see #5) will meet again to decide the next course of action.
9. If needed, a different behavior plan will be implemented for an appropriate and decided upon length of time, with behaviors documented and communicated to parents.
10. If the child's behaviors continue to be disruptive or harmful in our school environment, the child's parents/guardians may be required to secure, at their own cost, outside professional services (including, but not limited to a counselor, therapist, behavioral specialist, or psychologist).
11. The CSY team of professionals will work with the parent and outside intervention specialist to establish a necessary course of action.
12. A child may need to be released from the CSY Preschool for the following reasons (including but not limited to):
 - a. The child's parents are unwilling to work with our school in establishing a plan or seeking outside intervention or resources.
 - b. An intervention plan does not help the child achieve appropriate behavior in the school environment, and the behaviors are impeding the educational process or well-being/safety for the child and/or his classmates.
 - c. The Preschool is unable to meet the child's needed accommodations.

This behavior modification plan may be abbreviated at any time, if a child is an immediate danger to himself or other children/faculty/staff in the school. The safety and well-being of our students and staff is of the utmost importance at all times, with necessary steps taken to ensure it. At no time will corporal punishment be used.

DRESS CODE

Specifics for Preschool students:

Please be aware that clothing may get messy at school due to our hands-on, discovery learning, and the age of our students.

We recognize that the appropriateness of designs and words on clothing can be quite subjective. Our ultimate goal is to honor God. Final decisions will be at the discretion of the CSY administration.

Shirts - A specific shirt/dress strap thickness is not implemented at this level.

Pants: Comfortable; please choose pants that allow for independent bathrooming, watch for buttons, snaps, belts.

Shorts: Permitted.

Shoes: Comfortable and safe (recommended: back straps on shoes; very low heel height); we will inform you if your child's shoes present a safety hazard during play time.

Skirts/Dresses: We recommend girls wear shorts under skirts/dresses for modesty when playing.

- Images/wording on clothing and accessories cannot contradict the mission of CSY.

DRINKS

- Parents will have the opportunity to purchase milk for their child for snack and/or lunch.
- Children packing a lunch are permitted to have juice brought from home
 - Juice brought from home will only be for lunch time.
 - Drinks at snack time will be milk purchased from school, or plain water.
- *No soda* at any time is permitted for children during snack, lunch, or Extended Care.
- Children are encouraged to bring SPILL-PROOF water bottles (*containing plain water ONLY please*) to school to be used at the teacher's discretion during class time – please label the water bottle with your child's name. Please do not include any supplements or medications in your child's water without talking with your child's teacher first. This is for the safety of our students.

EXTENDED CARE

We offer a before and after school program which is held in our Preschool G.R.E.A.T. Room. Parents/guardians are to pre-schedule before and after school care on a monthly basis. Additionally, students not picked up by 3:25 PM will be taken to Extended Care. Being on campus unsupervised is not an option for students up through 5th grade. In addition to before and after school, Extended Care will be available on most early dismissal days. Fees will follow the regular price schedule.

Registrations:

- Registrations for the upcoming month will be made available around the middle of each month.
- The new form must be returned *by the due date* in order to ensure proper billing, scheduling, and

staffing. *Return dates vary from month to month; be sure to check your registration form.*

- If you want to sign your child up for afternoon Extended Care on the same day the care is needed, you must call the Preschool office at 717-767-6842 ext 244 to check on availability.

Changes to Extended Care

- All changes to Extended Care schedule must be communicated with the Preschool office at 767-6842 x244 or PSooffice@csyonline.com.
- Please note that changes made after the Wednesday of the week before will incur late charge or standing charges.
- Do not communicate changes via email to teachers during the day.

Morning Extended Care:

- Morning Extended Care is available from 7:00am – 7:40am.
- Children are to be dropped off at the Preschool front doors. When you drop your child off, he/she should ring the WHITE doorbell and wait for someone to come. ****Please make sure your child is through the SECOND set of glass doors before you drive away****
- Costs are billed by the morning, regardless of drop off time.
- Cost is \$5.00 if scheduled by Wednesday of the previous calendar week.
- Cost is \$7.00 if scheduled any time after the Wednesday of the previous calendar week. Cost is \$10.00 if scheduled on the same day that extended care is needed. *This will include all last minute additions and changes.* Charges accrued will be billed to you through your STS tuition accounts at the end of each month.

Afternoon Extended Care Fees and Financial Policy:

- Afternoon Extended Care is available from 3:25 pm to 4:30 pm.
- Costs are billed in “blocks” of 30 minutes. Afternoon time blocks are 3:30-4:00, 4:00-4:30
- Cost billed per block is \$5.00 if scheduled by Wednesday of the previous calendar week.
- Cost billed per block is \$7.00 if scheduled any time after the Wednesday of the previous calendar week.
- Cost billed per block is \$10.00 if scheduled on the same day that extended care is needed. *This will include all last minute additions and changes.* Charges accrued will be billed to you through your STS tuition accounts at the end of each month.

Pick-Up Procedure and Policy:

- When you arrive at Preschool for pick-up, please ring the White doorbell first
- If there is no response, please use the phone number listed on the preschool door
- Someone will open the door for you, and you will pick your child up from the preschool lobby, and sign him/her out. *For the safety of our children, on your way out, please do not open the door for someone you do not recognize.*
- The staff member may ask you to identify yourself for the safety and security of our students:
 - If someone other than parent arrives for pickup, they will be asked to show ID.
 - If someone unfamiliar to staff arrives for pickup, the parent will receive a call asking to verify pickup person.
 - Parents may be asked to show ID on first pickup if unfamiliar to staff
 - Please have your driver’s license or another picture ID handy.

Late Pick-Up Charges:

If a child is scheduled for Extended Care and is picked up later than his/her scheduled pick-up time, the following will be assessed:

- If a phone call is made to Extended Care, there will be a \$7.00/half hour fee.
- If no phone call is made to Extended Care, there will be a \$10/half hour fee.
- If you call before 5pm to say that you will arrive after 5pm, you will be charged \$10.00 per child per 15 minutes that you are late.
- If you do not call before 5pm to say that you will arrive after 5pm, you will be charged \$20.00 per child per 15 minutes that you are late.
- If your child is not picked up by 5PM, and we have not received a phone call from you, the staff person in charge will attempt to reach you or an emergency contact.
- Consistent lateness or non-payment of any CSY account may result in the suspension of your ability to use the Extended Care program.

Payments:

- Charges will be assessed through your STS tuition accounts.
- Payments will be due one week from the billing date.
- Anyone not current after 2 weeks will be suspended from the ability to use Extended Care until payments are current.

Snacks and Drinks:

- Please send a snack for your child if s/he will be in Extended Care
- Create a plan with your child so this snack is NOT eaten during the regular school day (i.e. labeling it "E.C." or always putting it in a different area of the child's backpack than his food for the school day).
- NO CANDY please –
- *Please* provide a water bottle for your child with PLAIN WATER to use during Extended Care - this is especially important for warm days when we are playing outside.

FAMILY DYNAMICS

MARRIAGE AND FAMILY POLICY

Our desire at Christian School of York is to support parents/guardians in the education of their children. We know that difficult family circumstances can prove traumatic for children and impact their learning. The following procedures will help to clarify what can be expected from the school and from the parents in situations such as separation, divorce, or remarriage.

1. Christian School of York honors and respects legal limits and boundaries set by governing authorities. Court orders related to custody must be shared with the office. Unless a court order limits educational rights of a biological parent, CSY will provide digital copies of school-wide and individual classroom communications to both parties. The responsibility of sharing hard copies of information falls to the parents to manage in alignment with joint educational rights described in the court order. If a court order is not established, it is assumed that both biological parents retain their educational rights and will have equal access to communication and academic records. It is the responsibility of any parent wishing to restrict the rights of a biological parent to provide legal documentation to support that decision. One parent-teacher conference will be scheduled per student so that both parents can hear the same information at the same time.
2. CSY shall maintain strict neutrality between parents who are involved in a separation, divorce, or remarriage, as it is the intent of CSY to promote the best interest of each student.

3. Disagreements must be resolved between the parents outside of the school. Unresolved issues can be negotiated with a third party such as a counselor or a family pastor.
4. Transportation calendars must be provided to the office the week before the arrangements are to take effect. Changes to these arrangements can be made via email (transportation@csyonline.com) or written note to the office and will be confirmed with both parties. Last minute changes to this calendar should be emailed or called into the office and will be confirmed with the other parent. If the parent to whom the child is normally released confirms this change, the request will be honored. If the parent to whom the child should be released is not accessible, a decision will be made by the Principal given the relevant information available at the time. For example, if mother wants to pick up the child on Friday, and the documentation reflects that it is father's weekend but school staff was not notified of the change ahead of time, staff will contact father before releasing the child to mother. If father cannot be reached, the arrangements previously provided will be honored.
5. Conferences and other communications with a stepparent, boyfriend, or girlfriend will need to be done in the presence of a biological parent. Only biological parents can request changes to the custody arrangements provided to the office. Biological parents will be given preference for chaperoning field trips or volunteering in the classroom.
6. Christian School of York wishes to remain neutral but informed as it relates to custody arrangements. Full and open communication is the best formula for achieving that goal.

FIELD TRIPS

PK3 and PK4 classes will go on field trips off campus. All students will have the opportunity to enjoy on-campus special events/visitors.

Children will be invited to attend their class's field trips if the scheduled field trips are not on the child's regular day of attendance (i.e. – a Tuesday/Thursday student may be invited to attend a field trip that is scheduled for a Monday, Wednesday, or Friday). The invitation will be to attend the time frame of the field trip, which may only be a portion of the regular school day hours. This is to ensure we stay in a proper and safe ratio when the field trip is finished and children return to school.

All costs associated with your child attending field trips have been covered in your child's matriculation fee. We will not ask for any money to cover your child's field trips throughout the year. Chaperones may have to pay to attend field trips. Teachers will make this information known. The number of chaperones needed for each field trip will be established by the teacher.

Field trips are valuable learning experiences for children. Our teachers will plan meaningful off-campus field trips throughout the school year. Prior to each field trip, information about the trip and permission forms are sent home. Preschool children will typically be transported by a CSY school bus. Chaperones will be requested. Please see the Clearances' section in this handbook for more important information.

Meaningful on-site (at CSY) field trips may also be scheduled. This allows our students to have enriching experiences without having to leave the school grounds. If you or someone you know may be interested in providing an on-site experience for our students, please contact your child's teacher, or the office.

Please note: Siblings are not permitted to attend field trips. This policy is to ensure full attention can be given to the class students on the trip.

FINANCIAL POLICY

Billing, Tuition, & Fees

All families are expected to keep their accounts paid up to date with the Business Office. In the event that your account becomes delinquent, it is important that you communicate with the business office as soon as possible to make arrangements to bring your account up to date.

If a family falls 45 days behind in tuition, incidental invoices, lunch accounts, or any other financial obligations; the children from the family may be denied admission on the first school day of the following month. The Administration may choose to allow the children to continue to attend school if the family has been in communication with the Business Office and has a plan in place to catch up on the payments. This exception is at the discretion of the Administration. Please note, if a payment is returned from the institution, your account will be placed in delinquent status until a replacement payment is made. If a family's account remains delinquent at the end of a marking period, the school will block access to Facts SIS/RenWeb and will also hold report cards and other student records including diplomas until the account is paid up to date. In the event a family fails to pay a delinquent balance, at 60 days the account will be submitted to a collection agency whose fee will be added to the outstanding balance.

Financial Aid

CSY utilizes Simple Tuition Solutions to help qualifying families apply for and attain financial aid for their tuition. Any student enrolled in the traditional K-12 program, K-4 HSH program, or PK 5 day programs (full or half day), or PK 3 full day program are eligible to apply for aid. Applicants must complete the full application in order to receive any funding. Aid is given on a first come first serve basis and may run out each year depending on applicant needs. Applying for aid does not guarantee any funding. Families must complete a full application and upload all documents to qualify each year. A maximum of 50% aid is given to non-employee families. A maximum amount of 55% is given to employee families. All employees must also complete an STS application to qualify for the maximum employee discount. Results of aid application will not be given to families unless the full application process has been completed with the Admissions Office.

Separated Families

Please note that both parents/guardians are held responsible for any financial obligations mentioned above. In the event that an account becomes more than 30 days past due, the parent/guardian that is not responsible for the monthly tuition payment will be notified of the delinquency in order to ensure both parties are aware of the payment requirement and the potential for denied admission to the school. The other parent /guardian will be asked to contribute to the tuition to bring the account up to date for their child/ren. Should you have any questions about this policy, please contact the business office in order to discuss.

Withdrawals

When a student withdraws during a fiscal school year (July 1 - June 30) a 30-day written notice must be given to the Admissions Office. Students who voluntarily withdraw or are dismissed from Christian School of York before the end of the school term will be granted a pro-rated refund/forgiveness on their tuition commitment according to the following schedule:

- July 1st - August 15th students who withdraw will be refunded 90% of the total tuition. Application and registration fees are not refundable.

- From August 16 - September 30, students who withdraw will be refunded 75% of the total tuition
- From October 1 - December 31, students who withdraw will be refunded 50% of the total tuition
- From January 1 - February 29, students who withdraw will be refunded 25% of the total tuition.
- No tuition refund will be possible after March 1.

All tuition and fees owed are due and payable at the time a student withdraws or is dismissed from CSY. This policy is necessary as a result of the significant overhead expenses the school incurs on an annual basis when a student enrolls (teacher salaries, curriculum materials, school supplies, etc.) that do not diminish with the withdrawal of a student. Academic records will not be released until all financial obligations to the school are met. In the event a family withdraws with an unpaid balance and no payment plan in place, at 60 days the account will be submitted to a collection agency whose fee will be added to the outstanding tuition balance. Administration reserves the right to review circumstances of withdrawal and discuss financial obligations with family on a case by case basis.

Virtual CSY

Should the school be required to move to Virtual CSY for any reason, student tuition is still due as previously agreed upon and would not be reduced unless determined by the administration at the time of the event. The above tuition requirements for the family would remain the same. Please reach out to the business office if your family is experiencing financial hardship at any time to discuss alternate payment options.

FIRST AID

All of our Preschool Staff members are First Aid/CPR certified. Staff will perform first aid procedures and will treat minor injuries, bumps or scrapes. Minor injuries are cleaned with soap and water, or treated with an ice pack (as needed) and lots of loving care. In the event of a serious injury or potential serious injury, the parent/ guardian will be contacted immediately. Accident reports are filled out and kept on file.

Due to the very young age of our students, we do not give pain relievers/fever reducers, use antibacterial ointments, or administer other over-the-counter medications.

We will err on the side of caution when choosing to contact a parent/guardian about an injury. We ask that you do not become upset with us if we call you to come, and when you arrive, you feel it wasn't necessary. We love your children and desire to ensure their safety and well-being at all times. While we are trained in first aid, we are not medical professionals, and we will reach out to you if we have a concern about your child's health/well-being.

In the event of a medical emergency requiring help beyond what we can provide, 9-1-1 will be called. The child will be transported to the emergency facility as determined by the county emergency response team. Parent(s)/guardian will be notified.

HALF- DAY DISMISSAL

Please pay careful attention to our school calendar for half-day dismissals. Preschool half day dismissal is 11:15 AM. PK2 - PK4 parents may pull up in the car circle. ***This time differs from the K-12 half-day dismissal time.***

➤ ***NEW for 2023/2024 : Half-Day Dismissal (Applies for when PK-12th grade has a scheduled half-day, does not apply to the regular half-day preschool schedule)***

In order to accommodate our private car pick-up, we ask parents/guardians to pick-up during the

pick-up time for your OLDEST student.

- Preschool Private Car Pick-Up (no older siblings in K-12): 11:00 to 11:15 am
- Lower School Private Car Pick-Up (no older siblings in 6-12): 11:15 to 11:30 am
- Middle and/or Upper School Private Car Dismissal (and any younger siblings): 11:30 to 11:40 am
- Bus Dismissal - 11:40 am

HOLIDAY CELEBRATIONS

Students will have the opportunity to participate in different holiday parties throughout the school year. CSY does not celebrate or promote Halloween. We strive to keep the focus of other holidays on Christ, emphasizing the birth of Jesus at Christmas, His death and resurrection at Easter, and His love on Valentine's Day, while seeking to minimize the secular emphasis on these holidays.

Each classroom teacher will determine how many parent helpers are needed at each party. This decision is based on factors including, but not limited to: room size, number attending, how parental attendance impacts individual students, party location, party schedule, etc. Your child's teacher will be in contact with information about each class party. See 'Room Parents' for more information about the planning of the parties.

ILLNESS

Your child can NOT BE IN ATTENDANCE AT SCHOOL IF S/HE HAS:

- A temperature of 100 degrees or more. In order to return to school, a child must be fever free for 24 hours without the use of medication.
- Thick green nasal mucous discharge, persistent cough, sore throat, or earache that hinders his/her ability to function within the classroom setting. This policy is due to the fact that very young children often struggle to manage their bodily fluids, which can greatly increase the spread of germs.
- A rash that is not explained by a doctor as non-communicable (dr.'s note may be required).
- Any contagious illness aside from a minor common cold.
- Experienced more than one episode of diarrhea/irregular bowel activity in a 24-hr period.
- Is uncharacteristically lethargic or irritable/upset due to possible illness
- Vomited once or more within the past 24 hours. If vomiting once is thought to have been caused by the gag reflex, and not illness, the administration will have the final decision on attendance.
- Pink/red itchy eyes with sticky/yellowish discharge (unless a doctor has communicated to the school that it is not contagious).
- Lice – due to the age of our students and the preschool environment, we ask that a child has appropriate treatment and be free of live lice and nits (eggs) to return to school.
 - If a child has recurring episodes of lice, we will require that the family seeks and provides proof of intervention from a medical professional, to help ensure the lice is not repeatedly introduced into the school environment.

The following illnesses require a doctor's note for children to be allowed to return to school:

- Chicken pox
- Fifth disease
- Hand-foot-mouth disease
- Measles
- Rubella (German measles)
- Pertussis (whooping cough)
- MRSA

If your child is taking an antibiotic or other medication at home, PLEASE inform your child's teacher and our office (this can be done via email). This information will help us provide the best care for your child throughout the day.

If your child has a splint/cast or has other medical restrictions, please be sure to inform your child's teacher and the office. This information will help us to provide the best care for your child throughout the day. We will work with you to provide accommodations to the best of our ability (i.e. – recess/play/other restrictions). We will handle each needed accommodation individually, with final decisions at the discretion of the administration.

PLEASE help us by responding as promptly as possible when you are called if your child is ill or injured. While we will always provide loving care to a child in need, we are not set up to provide for long-term medical care and appreciate you coming as quickly as possible to pick up your child. Any ill student should be picked up within one hour after the parent has been notified his/her child needs picked up due to illness or injury.

LUNCH

Students may bring lunch from home or purchase lunch from the school's kitchen. Parents must pre-order lunch and/or milk via the MealManage app prior to 12 noon the day before. The MealManage system will not place your student's lunch order unless you have the available funds in your account. Parents can instantly add funds by using a credit card through the app or by sending a check to the school (payable to CSY, attention: Lunch/Business Office). It is recommended that students with food allergies bring lunch from home as our kitchen is not able to provide modified or alternative lunches and/or to guarantee allergen-free lunches.

- Questions regarding lunch ordering can be emailed to lunch@csyonline.com.
- Questions regarding setting up lunch accounts and/or adding funds to lunch accounts can be emailed to nkubic@csyonline.com.

If your student does not wish to purchase lunch or has allergies, she/he must bring a packed lunch from home. Parents/Guardians must send all items necessary for students to eat their lunch including utensils. Plastic forks and/or spoons and condiments will only be provided for those students who purchase lunch.

Parents/guardians are not permitted for lunch with students.

If there is a two hour weather delay, lunches will still be served. If a two hour weather delay falls on a Wednesday or Friday, lunch items may be substituted from menu items. School lunches are not served on half days of school.

PLEASE NOTE:

- Preschool students are not to bring food items that require being heated. With the amount of students at lunch time, we simply do not have the time and staff it would take to heat up multiple lunches.
- Candy should not be sent in for your preschool student at snack/lunch time due to the safety concern of choking and due to the lack of nutrition in these items. Preschool students typically do not eat

very much at lunch time and we want to make sure what they are eating is beneficial for their growing bodies.

We ask that no specialty lunches are dropped off at school (i.e. fast food/restaurants) as this can create distractions for the children in the lunchroom. At this age level we do not have parents come to school to eat lunch with their children in the lunch room, as we have found it can be upsetting to the other children who then want their mommy or daddy. Our desire is to be sensitive to the developing emotional state of our young students.

LUNCH BUNCH

Lunch Bunch is a program offered to our half-day students. The program provides the opportunity for half-day students to stay for lunch, recess, and 30 minutes of enrichment. Lunch Bunch is from 11:15am-1pm, and costs \$15. The price of Lunch Bunch does not include a meal at lunch. Parents will need to pack a lunch or order a school lunch. Please contact the Preschool office at PSoffice@csyonline.com to register for this program.

MAKE-UP DAYS

Due to the need to maintain our designated student/teacher ratio, we are unable to allow children to make up school days that they may miss (i.e. – a Mon/Wed/Fri student cannot come on a Tues. or Thurs. to make up a missed Mon., Wed., or Fri.)

MEDICATION

The Preschool requires that all non-emergency medication be administered by the parent/guardian for the safety of the students.

Emergency medication (i.e. – Epi-pens, inhalers, Benadryl) may be administered by school faculty/staff with proper doctor's documentation, a parent permission slip, and a plan of action provided in advance. We will also ask your doctor to provide information about signs and symptoms that we should look for to let us know your child may be having an allergic reaction that needs medical attention.

Emergency medication **MUST** be in an original container with a prescription/pharmacy label clearly attached with the child's name and other pertinent information provided by the pharmacy/doctor. Parents are responsible to ensure their children's emergency medication is current (not expired) for the school year. We will also let you know if we notice an expired medication. Students are not permitted to carry prescription or non-prescription medication in school (including cough drops). Any emergency medication that might be needed during school hours must be prescribed by a doctor, and **delivered directly to the office** by the child's parent/guardian. Faculty/staff will carry any rescue medication that a doctor's note says is to follow the child throughout the school day (i.e. – an Epi-Pen or inhaler).

Emergency medication will only be given as prescribed. Any medication left at the school at the end of the school year may be discarded two weeks after the school year ends (parents will be contacted before disposal). All emergency medication **MUST** have a written doctor's order to be administered. This policy is mandated by the PA Department of Health.

NAPS

Children are given a quiet, comfortable place in the classroom to rest on their mats. Children who do not sleep will be asked to lay quietly for an age-appropriate amount of time to allow their bodies to rejuvenate. Following this quiet time, the children will be given an activity to engage them while the other children finish

their rest time.

If desired, children can bring in a *small* rest item (i.e. - stuffed animal) and a *small* rest-time blanket. We highly recommend children do not bring their favorite stuffed animal or blanket to school, as it can cause significant stress for the child if it is accidentally left at school for the night, as well as being difficult to transport back and forth each day. Rest items will be sent home for cleaning as needed. For storage purposes we require that ALL rest items are able to fit in a standard size shoe box. Nap/rest time will begin sometime after 1 PM each day (following lunch recess). Exact time will be determined by the teacher. Each class' time for rest will be dependent on the needs of the children in the class.

NEWSLETTERS

Each teacher will establish a plan for providing a weekly newsletter. This newsletter will provide you with important information about what is happening in your child's class.

If at any time you feel you are not receiving adequate information about what is happening in your child's class, or if you have questions/concerns about the newsletter, please email or call your child's teacher directly.

OBSERVATION/PROGRESS REPORTS

Preschool students will receive two observation and two progress reports throughout the school year. The report will come home electronically via the email address(es) you provided to the school. If at any time you have questions or concerns, please contact your child's teacher. Your child's progress will also be shared with you during your parent/teacher conference. Parent/teacher conferences are required in November for every child, and can also be set up by either the teacher or parent at any time throughout the year, as needed.

OUTDOOR PLAY

We feel strongly about providing our students with appropriate time to play outside, and will take the children outside when the weather permits. PLEASE be sure to send weather-appropriate coat/jacket, hats, gloves, etc. for your child. We will take the children outside in the cold months, as the fresh air and exercise is so important for them. We want to make sure all the children are dressed appropriately. Children do not need to bring snow pants/snow boots on winter days, as we will not be playing out in the snow at school. We highly recommend dressing your child in layers during the cold months.

If your child repeatedly comes to school without appropriate outerwear, your child's teacher may contact you to discuss the situation. We desire for each child to be able to have outdoor playtime each day weather permits. If the temperature is 30 degrees or below (including wind chill) we will not take the children outside. This will be based on information from www.weather.com with a 17404 zip code. If your child fights you to wear his/her coat in the mornings, please just send it in with him/her. We will ensure the child wears it as needed for outside play time.

Our faculty and staff are not permitted to apply sunscreen to our students without a doctor's note. You are welcome to apply sunscreen before sending your child to school in the morning or sending sunscreen in with a doctor's note.

PHOTOGRAPHS

Photographs and video may be taken of our students for use in presentations and other appropriate promotions, advertising, and educational type activities. You will be asked to grant or refuse permission for your child's image to be used in marketing/advertising materials for the school when you electronically fill

out your child's enrollment packet.

Professional portraits will be taken of each student yearly, by a photographer who contracts to work with our school. More information about this will come home at the appropriate time. Families are never required to purchase school photos; however, the option will be presented to each family in the fall and in the spring.

PLAYGROUND

The CSY Preschool has a 4,000 sq. ft. fenced-in playground completely surfaced with 2.5" rubber tiles for the safety of our students. Children will have daily outside play time (weather permitting). Safe footwear is important for playground time. Shoes that are safest for running and climbing are best. We also recommend that girls wear shorts under dresses and skirts for modesty when climbing and playing.

PLEDGES

Christian School of York uses the following pledges. Preschool teachers will introduce and use these pledges in class, as they deem developmentally appropriate.

American Flag: "I pledge allegiance to the flag of the United States of America, and to the republic, for which it stands, one nation, under God, indivisible, with liberty and justice for all."

Christian Flag: "I pledge allegiance to the Christian flag and to the Savior for whose Kingdom it stands. One Savior, crucified, risen, and coming again, with life and liberty to all who believe."

RATIOS

The Preschool uses ratios and class sizes that equal or exceed PA DHS (Department of Human Services) requirements:

PK2 – 5:1 student/teacher ratio; maximum class size = 10 children

PK3 – 7:1 student/teacher ratio; maximum class size = 16 children

PK4 – 8:1 student/teacher ratio; maximum class size = 16 children

ROOM PARENTS

Room Parents are a true blessing to our teachers and students. At the beginning of the school year, parents will have the opportunity to let the classroom teacher know about their interest in being a Room Parent. We will have a sign-up sheet for Room Parent in your child's classroom on Back To School Night. The lead teacher will then designate Room Parents in early fall.

Room Parent responsibilities include:

- ✓ Supporting/encouraging the classroom teacher and aide throughout the school year.
- ✓ Helping to celebrate the teacher's and aide's birthday.
- ✓ Helping organize class parties (you will work closely with the teacher for this).
- ✓ Contacting classroom parents for different events and classroom needs.

Ultimately, a Room Parent is a parent who loves the Lord, enjoys working with people, is creative and organized, and wants to be involved with his/her child's class in a very special way. We provide our Room Parents with all the information needed to have a great year blessing the teachers, aides, and children. Room Parents should save and remit all receipts from party purchases (please label any receipts with your name).

Hours served by a Room Parent preparing for class activities/parties and attending parties can be counted toward volunteer hours. Please be sure to enter your volunteer hours via Renweb (see Volunteer section).

SECURITY

Safety has to be a top priority when we are welcoming parents, guardians and/or visitors to our school property. Visitors are considered anyone except CSY employees, board members or independent contractors (LIU staff, student teacher, TSS, etc.). CSY uses the Raptor Visitor Management System in our school to strengthen our program of campus safety for students and faculty. Part of keeping students and faculty safe is knowing who is in our buildings at all times, and the Raptor system allows us to do that. The Raptor system allows us to screen visitors, contractors, and volunteers in our schools and provides us with a safer environment for our students and staff.

Upon entering CSY once the school day has started, all visitors will be asked to present an ID such as a Driver's License, which can either be scanned or manually entered into the system. The Raptor system checks to ensure that registered sexual offenders are not entering our school campus without our knowledge. The Raptor system checks the visitor's name and date of birth for comparison with a national database of registered sex offenders. The registered sex offender database is the only official database checked by the Raptor system. No other data from the ID is gathered or recorded and the information is not shared with any outside agency. Once entry is approved, Raptor will issue a badge that identifies the visitor, the date, and the purpose of his/her visit. A visitor's badge will not be necessary for those who visit our schools simply to drop off an item in the office or pick up paperwork.

The safety of our students is our highest priority and the Raptor visitor management system allows us to quickly identify those that may present a danger to our students. Thank you in advance for your understanding and your support in enhancing the school safety protocols in our district.

General guidelines:

- Visitors, including parents/guardians, are not permitted to freely walk through the halls, to visit with students during the school day and/or to have lunch with students.
- Parents/guardians dropping off items for their student (such as forgotten lunches, books, birthday treats, holiday gifts, etc.) are not permitted beyond the lobby. Items will be left with the secretary and the student will be called to the office at a convenient time that does not interrupt learning or someone in the office will deliver the brought in items to the student/classroom.
- Parents/guardians are permitted to attend chapel; however, parents/guardians are not permitted to accompany their students to the classroom once chapel has ended. Parents/guardians are to exit from chapel using the main entrance.
- The above policies will help to locate people in the building, minimize the possibility of any unauthorized person(s) being in the building, and minimize distractions to the learning process during the school day.
- CSY reserves the right to restrict visiting privileges to anyone who is in violation of school policies.

Thank you for your understanding and cooperation as we work together to keep our children safe.

SNACKS

Each class will have a morning snack time (provided by CSY). Full-day students will have an afternoon snack time as well (please pack an afternoon snack). **PLEASE DO NOT SEND CANDY** or other high-sugar content foods as a snack. Snacks should be smaller than a meal, and provide energy and nutrition for your child.

Children may use a SPILL-proof water bottle (filled with PLAIN WATER ONLY PLEASE) during the school day. Please label this water bottle with your child's name.

SOCIAL MEDIA

We enjoy having families join us for different events throughout the school year. It is important that you do not post photographs of other children on any social media without the permission from those children's parents. Please keep this in mind if you will be taking pictures during a school event that you want to post on your social media site. Thank you for your cooperation in this matter in helping to protect the privacy of our students.

STAFF QUALIFICATIONS

Classroom teachers have at minimum an associate's degree in early childhood education, elementary education, child development or a related field, and meaningful experience working with young children.

Teacher assistants are required to have a high-school diploma and meaningful experience working with young children.

All faculty and staff at Christian School of York have professed trusting Christ as their personal Savior, and are actively growing in their faith. CSY employees are required to have their background checks (clearances) on file with CSY.

SUPPLIES FOR CHILDREN

Supply lists will be emailed before the school year begins. Throughout the year, your child's teacher may ask for additional items (glue sticks, pencils, tissues, wipes, etc.) as your child's initial supply runs out. Thank you for your help in providing these items for your child.

TOYS

We find it is typically best to leave personal toys at home (aside from bringing items for Show-n-Tell days or other special requests from the teacher). This policy helps alleviate problems with children feeling possessive of personal toys, as well as preventing personal items from becoming accidentally broken or lost at school.

VACATIONS (Family)

We deeply value family time, and advocate for you spending quality time with your children. If you desire to take a family vacation during the school year, please send an email or letter of intent with the dates of your trip, so your child's teacher will be informed, for planning purposes. This will also allow us the opportunity to pray for your family while you are traveling/away. If you have older children at CSY, you will need to abide by the rules set forth in that child's division within the school, and discuss any concerns/questions with that division's administrator.

VOLUNTEERS (See Volunteer Handbook below)

WITHDRAWAL FROM THE PROGRAM

Please direct all questions about withdrawing a student from our program, to the Admissions Coordinator: 767-6842 x269. If you need to talk about a problem your child is having that may lead to withdrawing him/her, please first speak to the appropriate person who can do something to help remedy the situation. We feel God has brought your family to the CSY Preschool with a plan and a purpose, and we desire to honor that by working closely with you to address any concerns or problems that you may have.



VOLUNTEER/CHAPERONE HANDBOOK 2023-2024 School Year

Christian School of York
907 Greenbriar Road
York, PA 17404

717-767-6842
www.csyonline.com

OVERVIEW OF VOLUNTEERING or CHAPERONING AT CSY

We consider parent/guardian involvement to be a crucial part of our CSY culture. Being a part of your child's education--coming onto campus and taking part in CSY activities allows you to become an integral part of the Christian School of York family. **Since we consider your involvement in our school to be an expectation and commitment, each family is required to complete at least 20 hours of volunteer service per school year.**

Families who do not complete the 20 hours of service will be charged \$10 per hour for every non-completed service hour. To ensure accurate record keeping, families are responsible to enter their individual volunteer hours into FACTS SIS (formerly called Ren Web).

While being present on campus is preferred, families who are unable to physically volunteer are invited to donate specific items throughout the year. Needed items will be communicated via email, Facebook, etc. and one (1) volunteer hour is earned for every \$10 worth of items donated.

Each family will complete a Family Skills and Talent form that highlights the specific interests, abilities, and talents of our CSY families. Our volunteer coordinator works with each family to match their interests and skills with various volunteer opportunities throughout our campus.

The safety and security of our students is our number one priority. Therefore, all Christian School of York volunteers (age 14 and over) must have the PA State mandated clearances on file before volunteering.

Because of the seriousness of this responsibility, younger children or siblings are NOT to accompany parents on any field trips and/or volunteer opportunities during the school day.

ALCOHOL, TOBACCO, AND NICOTINE POLICY

Alcohol, tobacco, nicotine, any nicotine delivery products, vaping, and/or illegal substances are prohibited in the school building, on school property, in school vehicles (buses, vans, etc.) and/or at any school-sponsored activity/event/trip that are held off school property.

ANTI-DISCRIMINATION POLICY

Christian School of York does not discriminate in admissions or hiring based upon race, color, nationality, sex, age or disability. Its expectations for student conduct are based on its religious beliefs. For example, consistent with Christian School of York's beliefs, bathroom, locker room, and pronoun usage are all based on biological sex, as is the dress code and participation in athletics.

ARRIVAL ON CAMPUS

Upon arriving on campus to volunteer/chaperone, individuals must report to either the main office, preschool office, or lower school office depending upon his or her assignment. All visitors must provide identification and receive a Raptor visitor's sticker to wear while on campus. The office will contact the Volunteer Coordinator (or his/her designee), and he or she will meet you at the office location and provide you with additional instructions. All volunteers are required to have an onsite employee supervisor. If for any reason you are unable to come in on a day in which you are scheduled to volunteer, please contact the Volunteer Coordinator at volunteer@csyonline.com or 717-767-6842 ext. 238.

CONFIDENTIAL INFORMATION

In the course of volunteering/chaperoning, volunteers/chaperones may be exposed to confidential and proprietary information. Volunteers/chaperones shall refrain whether in person, email, or on social media discussing confidential school matters other than that of their own.

Our school employees are “mandated reporters” and therefore are required to follow Pennsylvania laws regarding suspected child abuse. If at any time during your volunteer/chaperone hours you observe or hear anything that would cause concern, please bring those concerns to the Volunteer Coordinator or a member of school administration

DRESS CODE FOR VOLUNTEERS/CHAPERONES

Volunteers/chaperones are expected to dress appropriately for the school event or task for which they are volunteering/chaperoning. Personal attire, accessories, or grooming should not distract the attention of students, employees, or other volunteers.

- Volunteers should maintain a clean, neat appearance at all times.
- If jeans are worn, it is asked that they are not torn or tattered.
- Blouses and tops must cover the entire front and back (no midriff or back showing) and are not to be low cut (should not show cleavage even when leaning over).
- No sheer shirts should be worn unless a tank top with at least two inch straps is worn underneath.
- Dresses and skirts must be knee length when seated.
- In general, form-fitting or excessively tight-fitting clothing should not be worn.
- Items such as leggings or jeggings must have a long over garment worn over top.
- Tattoos are allowed as long as no obscene images, innuendo, or language is present.
- Ear and nose piercings are permitted; however, no gauges, spacers, septum piercings or any other facial piercings is preferred.
- Footwear should be safe for the environment and conducive to performing volunteer functions. It is preferred that volunteers not wear flip flops.
- **Images/wording on clothing and accessories cannot contradict the mission of CSY. Prohibited images on clothing include: political messages, social issue messages, agenda innuendo and other displays that may cause division among followers of Christ.**

EMERGENCY CARE FOR VOLUNTEERS

Volunteers are asked to complete an Emergency Contact Form and return it to the Volunteer Coordinator. This form will be used in the unfortunate event that a volunteer has a medical/personal emergency while on campus.

EMERGENCY DRILL PROCEDURES

Emergency Drills are held once per month. When possible the Volunteer Coordinator will forewarn volunteers should they be on campus.

When an alarm goes off, volunteers should:

- Close the door, turn off lights, and move out of view of the door (if possible).
- Volunteers are to remain in their location until an all-school announcement is made or individual administrator instruction is given.
- Once cleared to leave the building, volunteers are to leave the building quietly, in an orderly manner, and as expeditiously as possible without running.
- Everyone must wait for re-entry instructions. Once re-entry instructions are given, all should return to the building by using the same doors that were used to vacate the building.

- When in a room or area with a CSY employee, volunteers are to follow the instructions of the employee.

ENTERING VOLUNTEER HOURS (for CSY Parents/Guardians Only)

- Go to the www.csyonline.com
- Click on the PARENTS drop down box, then click Access Grades/RENWEB
- Type in your User Name and Password
- Click on Log In
- Click on Family
- Click on Family Information
- In the center of the page, near the top, there will be a drop down box of listed parents/guardians. Click on the name of the person completing the volunteer hours.
- To the right side of the page, Service Hours is listed
- Click on the addition sign (+) to add volunteer/service hours
- Fill in volunteer information. A drop down box is available for you to select the type of service (i.e. item donation, work from home, etc.)
- Click on save

ILLNESS

The health of our CSY family is important to us. Therefore, we ask that individuals not report to campus for volunteer or chaperone opportunities if he or she has:

- A temperature of 100.4 degrees or greater. A volunteer must be fever free for 24 hours without medication in order to return to campus/attend a field trip.
- Vomited within the past 24 hours.
- Influenza diagnosis
- Any other contagious ailment

If you are scheduled to volunteer and are unable to due to illness, please contact the Volunteer Coordinator at volunteer@csyonline.com or by telephone at 717-767-6842 ext. 238.

MOTOR VEHICLE REPORTS

Any volunteer driving a CSY owned vehicle or transporting students in a personal vehicle must be at least 21 years of age or older and have a copy of their driver's license and a motor vehicle report (MVR) on file with the main office. Currently, CSY utilizes PennDot's online system for obtaining these reports. MVRs must show the driver to have a current license with a clean driving background. Approval of drivers with any past infractions is at the discretion of the administration.

If volunteers/parents choose to drive their own students in their own vehicle, liability for any incident would fall solely on the parent guardian and their insurance and not on CSY insurance.

PERSONNEL CHARACTER EXPECTATIONS

All volunteers and chaperones, regardless of the opportunity, will agree to conduct themselves in a professional, respectful, and Christian manner at all times. Volunteers and chaperones are often role models for students and should conduct themselves accordingly. Volunteers who are not directly affiliated with CSY are required to complete a Volunteer Application as well as sign the Christian School of York Statement of Faith and Marriage.

At no time should a volunteer or chaperone ever reprimand or discipline a student in any way during the school day. At no time should a volunteer or chaperone be alone with a student. Volunteers should work with students within the sight and sound of a teacher or administrator.

REQUIRED REPORTING OF CRIMINAL CHARGES

If a volunteer is arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity or service, or is named as a perpetrator in a founded or indicated report, the volunteer must provide the Volunteer Coordinator and/or administration with written notice not later than 72 hours after the arrest, conviction or notification that the person has been listed as a perpetrator in the statewide database. A volunteer who willfully fails to disclose information as required above commits a misdemeanor of the third degree and shall be subject to discipline up to and including termination or denial of a volunteer position.

WINTER WEATHER/DELAYS

If CSY is closed due to weather, any scheduled volunteer opportunities will be canceled for that day. The Volunteer Coordinator will be in contact with volunteers in the event of a weather related delay to determine if the individuals should still report to campus.

VOLUNTEER & CHAPERONE CLEARANCES

Who needs clearances? All volunteers and chaperones who are 14 years of age or older are required to have clearances on file. Clearances must be submitted prior to the commencement of any onsite volunteer service or chaperone service where the individual would be working with/around children.

Clearances that were obtained for employment or foster/adoption purposes can be used for volunteer purposes; however, clearances that were obtained for volunteer purposes can be used for volunteer purposes only and are not acceptable for employment purposes.

Clearances must be renewed every 60 months (5 years). TB testing and/or re-testing is not required unless (1) the individual is volunteering with/around children for over 10 hours per week or (2) if the volunteer has been exposed to a case of active TB or has been directed by the Secretary of Health to have additional testing. All employees and volunteers are responsible for paying for the cost of their required clearances and/or training programs. All necessary testing and clearances must be completed/submitted before onsite volunteer work can begin.

Volunteers/Chaperones over the age of 14 are required to have the following (3) clearances on file:

- Report of Criminal History from the Pennsylvania State Police (PSP)
- Child Abuse History Clearance from the Department of Human Services (Child Abuse)
- If the individual has lived outside of Pennsylvania for any part of the past 10 years, then FBI clearances are required. These clearances are a fingerprint-based federal criminal history (FBI) submitted through the Pennsylvania State Police or its authorized agent. If the individual has not lived outside of Pennsylvania and has not been convicted of any offenses, the volunteer is required to affirm in writing that he/she is exempt from the FBI clearance by completing the provided waiver.

LINKS AND APPROXIMATE COSTS

- Report of Criminal History from the Pennsylvania State Police (PSP)

- o <https://epatch.pa.gov>
 - Click "New Record Check"
 - Click "Accept Terms and Conditions"
 - Fill in your information, Click "Next"
 - Click "Proceed"
 - Fill in your information, Click "Enter this Request"
 - The screen will refresh, Click "View Queued Record Check Requests"
 - Click "Submit"
 - Click the control number by your name, Click "Certification Form" to receive your clearance
- o Verification/results should be able to be obtained immediately
- o Free for Volunteers

- Child Abuse History Clearance from the Department of Human Services
 - o <https://www.compass.state.pa.us/CWIS>
 - Click "Create Individual Account"
 - Click "Next"
 - Fill in your information, Click "Next"
 - You will receive an email with your account password
 - Follow site steps to receive your clearance
 - o Verification/results can take up to 2 weeks
 - o Free for Volunteers

- FBI Fingerprint-Based Federal Criminal History **OR** Waiver of FBI Fingerprint-Based Record Check

FBI Fingerprint-Based Federal Criminal History

- o <https://www.identogo.com/locations/pennsylvania>
 - Once on the site, select option for "Digital Fingerprinting" – Use Code 1KG6XN
 - Appointments are given priority over 'walk-ins'. Therefore, it is highly recommended that individuals make an appointment and not utilize the 'walk-in' option.
 - Cost as of 2023/24: \$23.25 paid at the time of the appointment. Major credit cards and money orders are accepted; cash and personal checks are not accepted forms of payment.

OR

Volunteer request for waiver of FBI Federal Criminal History Fingerprint Record Check

- o If the volunteer qualifies to sign the waiver, please email the Volunteer Coordinator at volunteer@csyonline.com.

Please note: ALL clearances (except for the Motor Vehicle Report, if applicable) will be sent to the volunteer; therefore, copies will need to be provided to Christian School of York / Attention: Volunteer Coordinator. Please contact Volunteer Coordinator at volunteer@csyonline.com or 717-767-6842 ext. 238 with any questions or concerns. The safety and security of our students is our number one priority—thank you for your compliance in obtaining the necessary clearances.



2023-2024

Acknowledgment of Handbook

By signing below, you acknowledge receipt of a copy of the 2023-2024 Preschool Handbook for your family. You agree that your family will read and discuss this handbook. Failure to read this handbook will not relieve your responsibility to know the contents, to understand and abide by the policies and procedures, or to act appropriately while in school and in attendance at school-related functions, etc.

Questions on the contents of this handbook should be asked of school administration within one week of the start of the school year or within one week of the family's enrollment at CSY.

Date Handbook Received: _____

Child's Name(s): _____

Parent/Guardian Signature: _____

Parent/Guardian Signature: _____