2026–2027
CSY PRESCHOOL HANDBOOK

Our theme verse for 2026-2027:

"Where the Spirit of the Lord is, there is freedom."

2 Corinthians 3:17

907 Greenbriar Road
York, PA 17404
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

Dr. Danielle Campbell, Board Chair

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).

"Our statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the Proper conduct of mankind, is the sole and final source of all that we believe. For purposes of the Christian School of York's faith, doctrine, practice, policy, and discipline, the Board of Trustees is the Christian School of York's final interpretive authority on the Bible's meaning and application."

Sanctity of Marriage

"We believe in the dignity of every human who is made in the image and likeness of God. An individual's biological sex, either male or female, is sovereignly and irreversibly appointed by God and is an irreversible aspect of his or her nature. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27) Rejection of one's biological sex is a rejection of the image of God within that person."

"Human sexuality is regulated by Scripture which declares that marriage is the union between one man and one woman and that sexual intimacy is reserved for marriage only. Therefore, any sexual expressions outside of that realm (sex before marriage, homosexuality, adultery, fornication, etc.) are immoral and against God's design. We also are to abstain from the promotion and advocacy of the aforementioned." (Leviticus 20:13a, Romans 1:27, Matthew 19:4-6)

Sanctity of Life

We affirm that every human life, without exception, is created by God in His image and therefore possesses inherent, equal, and inestimable value from the moment of conception through natural death. Human dignity does not depend on age, stage of development, ability, health, utility, or circumstance, but on God's creative act and design. We believe that human life begins at conception. From that moment, the unborn child is a distinct, living, and whole human being whom God knows, forms, and calls.

1. Life in God's image and dignity: Genesis 1:26–27; Psalm 8:4–6
2. God's care and creative work in the womb: Psalm 139:13–16; Job 31:15; Isaiah 49:1; Jeremiah 1:5; Galatians 1:15
3. Children as a gift from the Lord: Psalm 127:3
4. Protection of the vulnerable and justice for the weak: Proverbs 24:11–12; Psalm 82:3–4; Matthew 25:40
5. Respect for life and prohibition of unjust killing: Exodus 20:13; Matthew 5:21–22

CONTACT INFORMATION

Admissions Office (ext 269)	admissions@csyonline.com
Athletics Department	athletics@csyonline.com
Attendance Office: K-12	attendance@csyonline.com
Attendance Office: Preschool	psoffice2csyonline.com
Business Office (ext 241)	accountspayable@csyonline.com accountsreceivable@csyonline.com
Defender Club	psoffice2csyonline.com
Donations	give@csyonline.com
Employment	jobs@csyonline.com
Fundraising Events	CSYevents@csyonline.com
Guidance Counselor (PS–6th Grade)	lsguidance@csyonline.com
Intermediate School Office (ext. 221)	office@csyonline.com
Lower School Office (ext 235)	loweroffice@csyonline.com
Lunch Ordering/Cafeteria	lunch@csyonline.com
Main Office (ext 221)	office@csyonline.com
Marketing Coordinator (ext 224)	marketing@csyonline.com
Nurse's Office (ext 233)	nurse@csyonline.com
Preschool Office (ext 244)	psoffice2csyonline.com
Safety Officer	safety@csyonline.com
Transportation Changes/Busing	transportation@csyonline.com
Tuition Account Questions	tuition@csyonline.com
Volunteering at CSY	volunteer@csyonline.com

Christian School of York
Phone: 717-767-6842
Fax: 717-638-4904
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 tardies and attendance each day. If your child is going to be absent from school, please email the preschool office and your child's teacher and report the reason for the absence using the procedure below. 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.

HOW TO REPORT ABSENCES:

- Absences and/or tardies must be reported by parents/guardians and should be reported by 8:30 am each day.
- Notify the PS Office at psoffice@csyonline.com **and the homeroom teacher.**
    - Include the date(s) of the tardy, absence
    - Include the reason for missing school for record keeping purposes
- **Upon late arrival, students must sign in.**
    - Preschool students: Parents sign students in at the PS Office.
    - Lower School students: Parents sign students in at the LS Office.
    - Middle and Upper School: Students may sign themselves in at the Main Office.

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.

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 activities that are held off school property.

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. (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.

***Arrival*:**

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

Upon arriving on our campus, if choosing curb-side 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 CSY staff members and a CSY Upper School student at the Preschool doors to welcome your child and help him/her safely into the building.

Parents/caregivers 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 after 8:15 AM are considered late and will need parents/ caregivers to sign in. Any student arriving after 8:15am will be escorted to their classroom by a CSY Preschool staff member.

***Dismissal*:**

Dismissal begins at 3:05pm. All parents/ caregivers picking up at this time must enter the traffic circle and wait in line. Your child will be escorted to your car. If you would like to avoid the dismissal line and pick up your child in the preschool lobby, you may do so between 2:30pm - 3pm. If you arrive on campus after 3pm, you will need to enter the traffic circle and wait in line to pick up your child. **When there is a half-day for the entire school, preschool will dismiss at 11:30am. Walk-in pick-up will occur from 11am-11:30am. After 11:30am, you will need to enter the traffic circle and wait in line to pick up your child.**

When picking up your child, 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).

Children are released only to the parent/caregiver or other person authorized for pick-up. Without the car sign, you will be asked to park and come into 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.

*****Children who are not picked up by 3:30 PM and not registered for Defender Club, will be taken to our Preschool G.R.E.A.T. Room. A late pick-up fee of $13 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.

EARLY DISMISSAL

If you need to pick up your child before the end of the school day, please notify your child's teacher and the preschool office as soon as possible. We encourage parents to avoid an early dismissal between the hours of 1pm - 2:30pm since it can disrupt the students' rest time.

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 tools 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 three 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 the 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 underwear 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 students may wear pull-ups (not diapers) at the beginning of the school year if they demonstrate they can recognize the need to go to the bathroom on his/her own, can then use the bathroom, wipe, wash hands, and redress themselves with assistance, but may still need reminders throughout the day to use the bathroom to avoid accidents. **PK3** students may also wear pull-ups just at naptime if necessary.

PK4 students 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/her own, can then use the bathroom, wipe, wash hands, and redress themselves. PK4 students cannot attend school if they are still in the stage where they require pull-ups. We recognize that children at this age may need extra assistance or have occasional bathroom accidents, and we will lovingly provide that help. 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.

Parents understand and grant permission for Preschool faculty/staff to help children as needed with bathroom issues (i.e. – wiping and changing).

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! Even though we do not have birthday parties at school, you can choose to send in a special birthday snack for your child's class. Please provide *small individual treats* (for ease of serving, eating, and clean-up). Please also send in an ingredient list of the treat in case a child would have an allergic reaction after eating it. Summer birthdays can be celebrated at the half-birthday mark or another time that you and your child's teacher establish. If you choose to send in a birthday snack, **please inform the teacher ahead of time** so she can make arrangements for those students who might have food allergies.

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.

Please note: To avoid social disturbances, no invitations for private/personal parties may be distributed in the classroom unless the entire class is invited.

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.

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.

CHANGE OF ADDRESS OR INFORMATION

Parents are responsible to ensure we have up-to-date contact information throughout the year. Parents can notify the school of changes to mailing addresses, email addresses, phone numbers by emailing psoffice@csyonline.com. Certain changes such as name changes will require official documentation.

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. Clearances must be on file at least one day before the event.*** 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.

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

As a non-public, private school, CSY follows the Pennsylvania Department of Education guidelines for hours of instruction. As a result, not all snow days will require make-up school days. CSY will inform families if hours of school need to be made up.

Two Hour Delay Information – All Students:

- The building will open for students at 9:45 am (instead of 7:45 am).
- Classes will begin at 10:15 am (for all students).

Closings/Severe Weather During the School Day:

Please note that we do NOT send out alerts if school districts dismiss early since your school district should have a plan in place to notify families in their districts of a change to their schedules.

If CSY is closing early, we will notify you via a parent text alert and an email notification (as well as posting the information to all sources listed above). If CSY dismisses before your local school district dismisses, you are responsible for picking up your student within 20 minutes of the CSY dismissal time. As early dismissal times may vary, we will give clear pick-up times for students in the text and email notifications. In order for our staff and faculty to also leave in a timely and safe manner, CSY will not be remaining open beyond the pick-up time. Defender Club will not be available on these early dismissal days.

If your student is a private car rider, you may pick up your student at any time due to inclement weather conditions as long as your student is picked-up before the pick-up deadline sent out in the parent text alerts and email notifications.

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 $5/item lent. This will allow us to keep an adequate supply of spare clothes in our office.

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 voicemail 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.

COMMUNICATION TOOLS

Believing that communication is a vital component of a strong relationship, CSY communicates with the following methods of communication:

- Seesaw - internet access to classroom resources, newsletters, pictures, etc.
- Email - we ask that parents/guardians check their email daily. Parents/guardians are responsible to ensure we have up-to-date contact information throughout the year.
- "Updates and Reminders" newsletter emailed to all families throughout the school year.
- In-Person Communication - we value in-person conversation greatly. All appointments with teachers should be scheduled in advance with the teacher. All appointments with administration should be scheduled through the division offices.
- Social Media and Parent Text Alert - we will utilize social media and text alerts to share weather announcements and other important school updates.

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.)

CONTINUOUS ENROLLMENT

CSY utilizes a continuous enrollment policy. Students are considered enrolled in the next school year unless withdrawal is received in writing in our Admissions Office. Re-enrollment fees will be billed through STS and are non-refundable if the student is not withdrawn prior to the communicated date each year.

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 a 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.

CUSTODY

In situations where both parents in a divorced/separated family have requested pertinent student information from Christian School of York, the following procedure will be in effect:

- One parent-teacher conference will be scheduled to discuss the child's progress and both parents will be notified of the appointment date and time. Parents will then decide who will be in attendance at the conference. The only exception to the policy is a court order specifying other directives. If there are exceptions, the school must have a copy of the court order on file.
- CSY will not become involved in domestic disputes/issues between parents. Our responsibility is to the education and well-being of the child, and our involvement will be to that end.
- A copy of the court order outlining custody arrangements must be submitted to the office.
- Transportation arrangements that vary (i.e. one week with one parent and the next week with the other parent) must be given on a calendar to the preschool office.

DAILY SCHEDULE

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.

DEFENDER BREAKFAST CLUB (STUDENTS IN PRESCHOOL ONLY)

We offer a Defender Breakfast Club Program which will be held in our Preschool G.R.E.A.T. Room from 7:15am-7:45am. Parents/guardians must pre-register their student's participation in Defender Breakfast Club on a monthly basis. Preschool students may bring breakfast from home or purchase breakfast from the school's kitchen using the MealManage app. Parents must pre-order breakfast and/or milk via the MealManage app prior to 12:00 pm the Saturday before the start of the week. In addition to being pre-ordered, ALL breakfast items must be pre-paid. The MealManage system will not place your student's breakfast order unless you have the available funds in your account. Parents can instantly add funds by using a credit card through the app.

If a student breakfast item needs to be cancelled, it must be done before 12 noon the day before in order to receive credit back to the MealManage account. Due to timing, cancellations cannot be completed via the MealManage account after the Saturday before the start of the week. Therefore, parents should email lunch@csyonline.com directly if they need to cancel a breakfast item within the above-mentioned time period. Reimbursement will not be offered if the request is made after that time, unless the student is absent due to illness. Students who don't have a breakfast item will be provided with one and your MealManage account will be adjusted for the breakfast provided. Funds remaining on the MealManage account at the end of a school year will be transferred into the next school year. If a student is not returning the following year, the funds will be returned to parents/guardians as long as there are no outstanding invoices in relation to CSY. In the event there are outstanding invoices, the funds will be credited to said bills.

Food Allergies: While CSY is sympathetic, it is recommended that students with food allergies bring breakfast from home as our kitchen is not able to guarantee allergen-free breakfast items and/or is not able to provide modified or alternative breakfast items.

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

Parents/Guardians must send all items necessary for students to eat their breakfast including utensils if it is sent in from home. All breakfast items sent in from home must be pre-cooked. Parents/guardians are not permitted to eat breakfast with students in the GREAT Room.

Fees will follow the regular price schedule.

Defender Breakfast Club 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 Defender Breakfast Club 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 Defender Club

● All changes to Defender Club schedule must be communicated with the Preschool Office at 767-6842 x244 or PSoffice@csyonline.com.
● Please note that changes made after the Wednesday of the week before will incur late charges.
● Do not communicate changes via email to teachers during the day.

Defender Breakfast Club Fees

● Defender Breakfast Club is available from 7:15 am to 7:45 am.
● Costs are billed in a block of 30 minutes.

Fees and Financial Policy

● Cost billed per block is $8.00 if scheduled by Wednesday of the previous calendar week.
● Cost billed per block is $11.00 if scheduled any time after the Wednesday of the previous calendar week.
● Cost billed per block is $13.00 if scheduled on the same day that Defender Breakfast Club is needed.
● Charges will be billed to you through a separate invoice to your STS tuition account at the end of each month.

DEFENDER CLUB (STUDENTS PK-4TH GRADE)

We offer an after school club program in our Preschool G.R.E.A.T. Room, which is held from 3:30pm-5pm. Parents/guardians must pre-register their student's participation in Defender Club on a monthly basis. Additionally, Preschool and/or K-4th grade students not picked up by 3:30 pm will be taken to Defender Club. **Being on campus unsupervised is not an option for students up through 4th grade.** Defender Club will not be available on the first day of school, the last day of school, and any half day before a major holiday. Fees will follow the regular price schedule.

Defender Club 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 Defender Club 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 Defender Club

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

Defender Club Fees

- Afternoon Defender Club is available from 3:30 pm to 5:00 pm.
- Costs are billed in "blocks" of 30 minutes. Afternoon time blocks are 3:30-4:00, 4:00-4:30, 4:30-5:00

Fees and Financial Policy

- Cost billed per block is $8.00 if scheduled by Wednesday of the previous calendar week.
- Cost billed per block is $11.00 if scheduled any time after the Wednesday of the previous calendar week.
- Cost billed per block is $13.00 if scheduled on the same day that Defender Club is needed.
- Charges will be billed to you through a separate invoice to your STS tuition account at the end of each month.

Pick-Up Procedure and Policy

- When you arrive at Preschool for pick-up, please call preschool staff by using the phone number listed above the preschool doorbell.
- 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 the parent arrives for pickup, he/she will be asked to show ID.
    - Only adults may pick-up a student from Defender Club. Teen siblings are not allowed to pick-up students.
    - If someone unfamiliar to staff arrives for pickup, the parent will receive a call asking to verify the 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 Defender Club and is picked up later than his/her scheduled pick-up time, the following will be assessed:

- If your child is not picked up by 5:00 pm, and we have not received a phone call from you, the staff person in charge will attempt to reach you or an emergency contact.
- **Fee for late pick-up after 5pm will be charged at a rate of $5 per minute late. Exceptions may be made at the discretion of administration.**
- Consistent lateness may result in the suspension of your ability to use the Defender Club program.

Payments

- Payments will be due one week from the billing date.
- Charges will be billed to you through a separate invoice to your STS tuition account at the end of each month.

Snacks and Drinks

- Please send a snack for your child if s/he will be in the Defender Club.
- Create a plan with your child so this snack is NOT eaten during the regular school day (i.e. – labeling it "D.C." or always putting it in a different area of the child's backpack than his/her food for the school day).
- Candy should not be sent for a Defender Club snack
- *Please* provide a water bottle for your child with PLAIN WATER to use during Defender Club - this is especially important for warm days when we are playing outside.

DISCIPLINE PROCEDURES

We believe discipline should be:

- Reasonable
- Respectful
- Related
- 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 finished 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. If a student is brought to the office for inappropriate and disruptive behavior, the preschool principal will guide the child to the appropriate behavior that is acceptable and that also meets the need the child is struggling with. If a child is brought to the office for a second time for inappropriate and disruptive behavior, the preschool principal will guide the child to the appropriate behavior that is acceptable and that also meets the need the child is struggling with, and a parent will also be called to speak to his/her child to reinforce the appropriate behavior. If a child is brought to the office for a third time due to inappropriate and disruptive behavior a parent will be called and the child will be sent home.

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 encourage independent bathrooming, watch for buttons, snaps, belts).
Shorts: Permitted.
Shoes: Comfortable and safe - no flip- flops, closed-toe shoes with back straps, very low heel height. Safe footwear is important for playground time. Shoes that are safest for running and climbing are best.
Skirts/Dresses: Girls should wear shorts under skirts/dresses for modesty when playing.
Accessories: Hats, visors, sweatshirt hoods, sunglasses or other head apparel are not permitted during the school day unless necessary for medical purposes. These items may be worn during transportation to/from school, during outdoor recess and field trips. Sunglasses must be put away and kept out of sight during the rest of the school day.

- 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 Defender Club.
- Children need to bring SPILL-PROOF water bottles to school to be used at the teacher's discretion during class time – please label the water bottle with your child's name. Water bottles should contain plain water only (no juice, gatorade, flavored water, etc.). 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.

EXPULSION

Expulsion of a student/family is the responsibility of the Head of School. Students placed on suspension, repeated suspensions, behavioral/attendance improvement plans, or academic probation may be recommended for expulsion by the Administration. The Head of School will apprise the Board concerning students who are being considered for expulsion. Families who have violated the Basis of Faith, Parent's Pledge, Sanctity of Marriage, Gender Identity, Sexual Orientation, and/or Conflict Resolution Statements may be recommended for expulsion.

Expulsion Process

- A team meeting will occur including administration, parents, and the student (if appropriate).
- The family will be presented with a behavioral/academic/attendance contract outlining the steps moving forward for continued enrollment and subsequent grounds for dismissal.
    - General grounds for expulsion in a contract are included but not limited to: repeated offenses, not following through on contract stipulations, refusing required services/evaluations, or breach of the parents pledge.
- In the case that the student or family fails to meet the contract stipulations, the Superintendent and division administrator will meet with the family to determine expulsion. **In some circumstances, immediate expulsion may be necessary due to the severity of the behavior.**
- If expulsion is necessary, the Head of School will inform the Board, Admissions Office, Business Office, and will determine the student's/family's last day.
- Any financial obligations would need to be met prior to records being released. Administration reserves the right to adjust the financial withdrawal policy for the student on a case by case basis.(Please see also the Tuition and Financial Policy)

*In certain circumstances, a student/family may be eligible to re-enroll at CSY at a later date as determined by Administration.

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.

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.

Due to liabilities, organizational considerations, and safety concerns, only parents approved as chaperones will be allowed to attend field trips. If a parent/guardian shows up at a field trip location without clearances, he/she may be asked to leave. Because of the seriousness of the responsibility of chaperoning, **younger children or siblings from other classes are NOT to accompany parent chaperones on field trips.**

The following guidelines apply to off-site activities:

- Chaperones must meet required standards. (Volunteer/Chaperone section of the Handbook)
- Most field trip costs are covered in tuition costs.
- School vehicles will be used to transport students. Any exception of the use of school vehicles would require signed Administration approval and signed parent/guardian permission.
- If parents/guardians 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.
- CSY's medication policies apply to field trips.
- Students not participating in field trips are to remain at home and will be marked as absent.

FIELD TRIP CHAPERONE

Please refer to the Volunteer/Chaperone section of the Handbook for additional details regarding clearances, expectations, dress code, etc. In order to ensure the safety of our students:

- ALL chaperones must have the PA mandated clearances on file - see the Volunteering sections of this handbook for additional information.
- Chaperones driving CSY owned vehicles 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. Chaperones are not permitted to drive personal vehicles to transport students other than their own children.
- The number of chaperones needed will be determined by the teacher or administration. Parents who are chaperones on field trips have been given authority by the administration and teachers and should exercise that authority appropriately while supervising the students. Chaperones have the authority to correct any unsatisfactory behavior, including noise or rudeness. The teacher in charge is to be informed regarding any student who fails to respond promptly and politely to correction.

- The primary responsibility of the chaperone is to care for the assigned student group unless directed otherwise by the teacher in charge. Students are to be supervised at all times. Do not leave any location without having accounted for ALL students.
- When returning to campus, chaperones are to remain with the students until the teacher in charge has resumed full responsibility for the class.
- Chaperones for any school function must adhere to Christian School of York's dress and conduct standards, including refraining from using alcohol, tobacco/nicotine, illegal substances and inappropriate language.

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 (Entire School Dismisses Half-Day)

Please pay careful attention to our school calendar for half-day dismissals. When there is a half-day for the entire school, preschool will dismiss at 11:30am. **When there is a half-day for the entire school, preschool will dismiss at 11:30am. Walk-in pick-up will occur from 11am-11:30am. After 11:30am, you will need to enter the traffic circle and wait in line to pick up your child.**

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/INJURIES

Parents know their children best and need to carefully weigh the decision to keep them home from school for illness; however, in the best interest of other students and families, **your student cannot attend school if he/she has:**

- ✓ A temperature of 100.4 degrees or more within the last 24 hours. NOTE: Students must be fever free for a full 24 hours WITHOUT medication to return to school.
- ✓ Thick nasal mucous discharge that he/she is unable to maintain.
- ✓ A persistent cough that we feel will hinder his/her ability to function within the classroom setting, or will impede the educational process for the other students in the class.
- ✓ Any contagious rash (ringworm, impetigo, etc) - minimum of 24 hours after treatment begins
- ✓ An unidentified rash that is not explained by a doctor's note as non-communicable (discretion of administration).
- ✓ Experienced more than one episode of diarrhea/irregular bowel activity in the past 24 hours.
- ✓ Vomited within the past 24 hours.
- ✓ Pink/red itchy eyes with sticky/yellowish discharge (unless doctor has established in writing that it is not contagious).
- ✓ Lice – students must be treated and be free of live lice and nits in order to return to school.
    - o If you have treated your child at home for lice, please communicate this information with the nurse.
    - o When the student returns to school, he/she must be evaluated and cleared by a nurse in the health room upon arrival.
- ✓ He/she has ANY communicable disease. Examples, including but not limited to: Influenza, Strep, COVID-19, Pink Eye, Chicken Pox, Fifths Disease, Measles, Rubella, Pertussis, Hand-Foot and Mouth, etc.
    - o In the instance of Pink Eye or Strep throat, students MUST be on an antibiotic for a full 24 hours before returning to school.
- ✓ Hand-Foot and Mouth - A child may return in five days from the first onset of HFM symptoms, as long as he/she is free from fever for 24 hours (without the use of medicine) and has no oozing sores. All sores must be crusted over. A doctor's note is also required for return to school.

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

- ✓ RSV
- ✓ Any contagious rash
- ✓ Any hospitalization for illness, injury, surgery, etc
- ✓ Pink Eye
- ✓ Chicken Pox
- ✓ Fifths Disease
- ✓ Measles or Rubella (German Measles)
- ✓ Pertussis (Whooping Cough)
- ✓ Hand-Foot and Mouth
- ✓ Any other condition for which administration, school nurses, and/or Central School nurse deems a doctor's note necessary

Parents acknowledge the risk for exposure to any of the above-mentioned illnesses is a possibility during attendance at Christian School of York and assume responsibility for those outcomes associated with ordinary and reasonable risks of attendance.

PLEASE help us by responding immediately when we call you if your child is ill at school. Students should be picked up within one hour of notification of illness. We love your children and will care for them until your arrival; however, we are not set up to care for sick children during the school day and having them stay at school only increases the likelihood of others getting sick.

Students who require any type of restrictions due to injuries and/or surgeries must have a written doctor's note on file in the office specifying the type of restriction needed and the length of the restriction. Students with casts, splints, slings, etc. will stay with their class (at recess/gym) but be restricted to activity as dictated by a doctor's note. The office is unable to accommodate children in the office for extended periods of time (i.e. a child with a cast will be able to go outside during recess or gym to get fresh air, but only be as active as the doctor permits). Exceptions can be made at the discretion of the administration.

LOGO USE AND BRANDING

Christian School of York's logo and names/slogans/team names are the property of our school and are not permitted to be reproduced on apparel or any other item for sale or personal use without approval from our marketing coordinator. All products that are sold or produced with a CSY logo must meet our branding guide and must be okayed through the business office prior to any sales. Since our logo is proprietary, we ask that no one uses it for their own use or sales.

LUNCH

Students may bring lunch from home or purchase lunch from the school's kitchen using the MealManage app. Parents must pre-order lunch and/or milk via the MealManage app prior to 12:00 pm the Saturday before the start of the week. In addition to being pre-ordered, ALL lunches must be pre-paid. 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.

If a student lunch needs to be cancelled, it must be done before 12 noon the day before in order to receive credit back to the MealManage account. Due to timing, cancellations cannot be done via the MealManage account after the Saturday before the start of the week. Therefore, parents should email lunch@csyonline.com directly if they need to cancel a lunch within the above-mentioned time period. Reimbursement will not be offered if the request is made after that time, unless the student is absent due to illness. If the student is off campus for a field trip and cannot get their lunch, reimbursement will not be provided. Please be sure to update lunch for field trip days. Students who forget their lunch will be provided with a lunch. It may be an alternate lunch depending on availability. Your MealManage account will be adjusted for the lunch provided.

Funds remaining on the MealManage account at the end of a school year will be transferred into the next school year. If a student is not returning the following year, the funds will be returned to parents/guardians as long as there are no outstanding invoices in relation to CSY. In the event there are outstanding invoices, the funds will be credited to said bills.

Food Allergies: While CSY is sympathetic, it is recommended that students with food allergies bring lunch

from home as our kitchen is not able to guarantee allergen-free lunches and/or is not able to provide modified or alternative 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 tuition@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 packed lunch including utensils. Parents/guardians are not permitted to eat 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. We recommend placing food items that need to be heated in a thermos.
- **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.
- Delivery of food for students from any restaurant or through any delivery services Doordash, Grubhub, etc. is NOT permitted.
- At this age level, **we do not permit parents to eat lunch with their children** in the lunchroom, 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.

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.)

MANDATED REPORTING

Christian School of York's faculty and staff are required, by Pennsylvania State law, to report any suspicion of child abuse or neglect.

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. The school will make recommendations and encourage parents to utilize spiritual guidance via a pastor or elder in alignment with the principles of Matthew 18.
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 (PSoffice@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.

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 weekly. For storage purposes we require that ALL rest items are able to fit in a standard size shoe box. Nap/rest time will begin at approx. 1 PM each day (following lunch recess). Exact time will be determined by the teacher, depending 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 three observation 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. 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. The length of time for outdoor play will be determined by the following range of temperature using this reference:Weather guidance - recess

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.

PARENTAL SUPPORT FOR THE EDUCATIONAL PROCESS

It is essential that parents/guardians and the school pledge themselves to work together in order for the student to reap the benefits of a Christian education. **Parents/guardians are asked to sign a "Parents' Pledge" upon enrolling at Christian School of York**. We need each parent's/guardian's support of the school in all policies and procedures; in recognizing the authority of the teacher in the classroom; in regular attendance at school, appropriate school programs and events; and in praying for God's hand upon the school. Parents/Guardians should follow the principles outlined in Matthew 18 if concerns arise.

RATIOS

The Preschool uses ratios and class sizes that are based on the 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 send out a google form at the beginning of the year to request interest in this role. The preschool director 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. 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 Facts SIS/RenWeb (see Volunteer section).

SAFETY

For the safety of our students, when entering and leaving the preschool, please do not open the door for someone you do not recognize. Safety drills, fire drills and/or intruder drills are practiced once per month throughout the school year.

SANCTITY OF MARRIAGE, GENDER IDENTITY, AND SEXUAL ORIENTATION STATEMENT

A Corporate Resolution of the Trustees of the Christian School of York Association

"Our statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the Proper conduct of mankind, is the sole and final source of all that we believe. For purposes of the Christian School of York's faith, doctrine, practice, policy, and discipline, the Board of Trustees is the Christian School of York's final interpretive authority on the Bible's meaning and application."

"We believe in the dignity of every human who is made in the image and likeness of God. An individual's biological sex, either male or female, is sovereignly and irreversibly appointed by God and is an irreversible aspect of his or her nature. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27) Rejection of one's biological sex is a rejection of the image of God within that person."

"Human sexuality is regulated by Scripture which declares that marriage is the union between one man and one woman and that sexual intimacy is reserved for marriage only. Therefore, any sexual expressions outside of that realm (sex before marriage, homosexuality, adultery, fornication, etc.) are immoral and against God's design. We also are to abstain from the promotion and advocacy of the aforementioned." (Leviticus 20:13a, Romans 1:27, Matthew 19:4-6)

The resolution adopted by the Board of Trustees of the Christian School Association of York 9/22/15.

SNACKS

Each class will have a morning snack time (provided by CSY). 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.

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.

TRANSPORTATION

If at any time you would find it necessary to change your student's transportation for a specific day, it is imperative that you contact the office with that change as soon as possible as phone calls cannot be answered nor emails checked during dismissal time.

Examples of a transportation change?
- Early dismissal request when leaving for the rest of the day
- Change in who will be picking up the student
- Change in student staying/not staying for Defender Club

How to notify the school of a transportation change:
1. Email psoffice2csyonline.com and the student's homeroom teacher with the transportation change no later than 1 pm. If you don't receive a confirmation within 15 minutes of when your email was sent, please call and speak with the office secretary to ensure the change was received and processed.
Preschool – ext 244

2. If you have an emergency transportation change after 1 pm, you must call and speak with the office secretary. If you get voicemail for the divisional secretary, please call the main office. Please do not rely on leaving a voicemail message or sending an email for last minute changes.
Preschool – ext 244, or Main Office - ext 221 if unable to reach the preschool office

➔ If you have handed in a Defender Club registration for the month and then make any changes, please notify the preschool secretary of this change by calling 767-6842 x244 (option 3) or emailing her at psoffice2csyonline.com

Please don't hesitate to email us the information even if you aren't certain if it qualifies as a transportation change. We would rather have too much information than not enough.

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.

TUITION AND FINANCIAL POLICY

Tuition Rates

Tuition rates may vary on a yearly basis. The current tuition rates are available on our website at www.csyonline.com. Tuition rates vary per grade/program/school year.

Financial Aid

Financial aid is available to qualifying families and is based on Pennsylvania EITC/OSTC Eligibility Guidelines If you have any questions pertaining to the financial process, please email tuition@csyonline.com.

Those applying for financial aid are strongly encouraged to utilize the monthly payment option as opposed to annual or bi-annual payment options. Throughout the school year, scholarship awards may become available to families who qualified through the STS financial aid process and have a current tuition balance. Scholarship organizations are not permitted to award these additional funds to families who are showing a zero-balance due. In addition, it is CSY's policy that previously paid tuition payments will not be reimbursed in order to accept scholarship funds for a family.

Families who are applying for outside scholarships such as Crispus Attucks must have a tuition balance to receive the scholarship funds. It is CSY's policy that previously paid tuition payments will not be reimbursed in order to accept scholarship funds for a family.

Families may appeal the amount of financial aid awarded by emailing tuition@csyonline.com to request the appeal form. Submission of an appeal form is not a guarantee of additional funds being awarded.

Billing, Tuition, & Fees

A tuition account must be created through STS upon acceptance to Christian School of York. When you create this account, you can select your payment plan preference. Available payment plan options are:

- 12-Monthly Payments (Payments each month July through June)
- 11-Monthly Payments (Payments each month July through May)*
- Quarterly (Payments July, October, January and April)
- Semi-annual Payments (Payments August and January)
- Annual Payment (Payment by August 1st)**

*Families with 12th grade students are to utilize the 11-Monthly Payment option (July through May) so that all tuition and fees are paid prior to the graduation of the student.

**If you select the annual pay option and pay by August 1st, a 1.5% discount is available. The STS system does not automatically apply this discount to your account. If you plan to utilize this option, please notify tuition@csyonline.com so your discount can be applied prior to making your payment. This discount will not be applied to the account once payment has been made.

The tuition payment amount will be determined by the choice of pay plan and enrollment date. **For all payment plans, a payment must be made prior to the start of the school year. If enrolling after the start of the school year, a payment must be made prior to the student's first day of school.**

As of the 2025/2026 school year, all tuition payments (with the exception of annual payments/payment in full) must be made online through the family's Simple Tuition Systems tuition account. STS offers payment options of ACH bank account withdrawal (no fee) or credit card payment (fees will apply).

All questions regarding tuition accounts/payment plans should be emailed to tuition@csyonline.com.

Delinquent Accounts

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. Delinquent accounts will not qualify for release of records until final payment is cleared; typically 7-10 business days after payment.

If an invoice falls more than 10 days behind, a $25 late fee will be added to the invoice.

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. Administration may choose to allow the children to continue to attend school if the family has been in contact with the Business Office and has a plan in place to catch up on the delinquent payments. This exception is at the discretion of the Administration.

Please note, if a payment is returned for any reason, your account will be placed in a delinquent status until a replacement payment is made. A returned payment fee will be added to your account for any returned payment/insufficient funds.

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, transcripts, weekly updates and/or 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 may be submitted to a collection agency whose fee will be added to the outstanding balance.

It is the policy of CSY that all parents/guardians are responsible for ensuring that their student's tuition is paid. In the event that an account becomes more than 30 days past due, communication regarding the tuition account will be sent to all parents/guardians associated with the student, even if the parent/guardian is not on the tuition account and/or resides in a different household. All those involved will be notified of the delinquency to ensure all parties are aware of the payment requirement and the potential for denied admission to the school.

All questions regarding tuition accounts/payment plans should be emailed to tuition@csyonline.com.

Separated Families

If payment of a student's tuition is to be divided between two parents/parties, please notify the Business Office by emailing tuition@csyonline.com.

Raise Right Program

CSY allows families to earn money towards their tuition by utilizing the Raise Right program. Those who utilize the Raise Right program are strongly encouraged to utilize the monthly or semi-annual payment option as opposed to annual or bi-annual payment options.

CSY receives RaiseRight funds four times per year (typically May, August, November and February) from our Raise Right administrator and credits are issued in the family's STS account. If credits are received and a family has a zero tuition balance for the current school year, funds will be held until the next school year and applied to the next school year's tuition. If a family withdraws from CSY and has credits, any unused funds will be transferred to CSY's general fund.

Withdrawals

When a student enrolls and commits to attend CSY, significant overhead expenses are incurred (hiring of teachers/aides, purchase of curriculum materials and school supplies, etc.). Therefore, a withdrawal policy is necessary as those expenses that the school incurs do not diminish with the withdrawal of a student.

Once a family completes the enrollment process, their commitment to pay tuition begins and CSY begins to incur costs. Students must be withdrawn prior to July 1st in order to incur no tuition costs for the upcoming school year. Students withdrawn July 1st and after will be responsible for a pro-rated tuition cost (see below).

Students who voluntarily withdraws or are dismissed from Christian School of York before the end of the school term will be charged a pro-rated tuition cost (or be given a pro-rated refund if paid in full) on their tuition commitment based on the following schedule:

Withdrawal date:

Students who voluntarily withdraws or are dismissed from Christian School of York before the end of the school term will be charged a pro-rated tuition cost (or be given a pro-rated refund if paid in full) on their tuition commitment based on the following schedule:

- From July 1st - August 19th – a payment of 10% of the total tuition would be due. Application and registration fees are not refundable. (If tuition was paid in full, a 90% refund would be issued.)
- From August 20th - End of the 1st Marking Period (October 24, 2025) – a payment of 30% of the total tuition would be due. (If tuition was paid in full, a 70% refund would be issued.)
- From October 25th - End of the 2nd Marking Period (January 16, 2026) – a payment of 55% of the total tuition would be due. (If tuition was paid in full, a 45% refund would be issued.)
- From January 17th - End of the 3rd Marking Period (March 20, 2026) – a payment of 80% of the total tuition would be due. (If tuition was paid in full, a 20% refund would be issued.)
- From March 21st and on – a payment of 100% of the total tuition would be due. (If tuition was paid in full, no refund would be issued.)

All withdrawals must be communicated in writing to the Admissions Office (admissions@csyonline.com) to be considered official. Communication must be sent in advance of the above dates to be considered within the timeframe of the above pro-rated tuition cost.

All tuition and fees owed are due and payable at the time a student withdraws or is dismissed from CSY. Unpaid tuition and fees become delinquent one day after a student has withdrawn or is dismissed. Student grades, report cards, diplomas, testing results, transcripts, or other records will not be released until all delinquent amounts, including all administrative fees, are paid in full and all other requirements are met. 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 has not made payment arrangements with the Business Office, at 60 days the account may be submitted to a collection agency. If this occurs, the collection agency's fees would be added to the outstanding tuition balance. Administration reserves the right to

review circumstances of withdrawal and discuss financial obligations with the 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 administration. Therefore, the above tuition requirements for the family would remain the same.

VISITORS TO THE SCHOOL
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, 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/family members, 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.
- 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.

VOLUNTEERS (See Volunteer Handbook below)
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/Ren Web. Families have 30 days from the date billed to dispute non-served volunteer hour charges. After 30 days, changes will not be made to non-served volunteer hour billing.

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 must have the PA State mandated clearances on file before volunteering. To ensure full attention can be given to the students during the field trip and/or volunteer activity, younger children or siblings are NOT to accompany parents on any field trips and/or volunteer opportunities during the school day.

WITHDRAWAL FROM THE PROGRAM

See Tuition and Financial Policy

YEARBOOK POLICY

- All yearbooks must be pre-ordered/pre-paid online by families prior to the announced deadline. The school does not purchase any yearbooks that will be offered for sale.
- In order to be featured as a student in the yearbook, students must be enrolled and attending the school by November 1st of the school year. Students enrolling and/or attending after that deadline will not be part of the yearbook.
- Students enrolling between the retake picture day and the November 1st deadline will have pictures taken by the school's yearbook staff. Staff will attempt to make the photos match other student pictures in size, pose, etc.; however, the picture will have a different background.
- All student pictures must be within dress code requirements to be featured in the yearbook. Students will not be permitted to wear hats, hoods, sunglasses, masks and/or make gestures in their school pictures.

VOLUNTEER/CHAPERONE HANDBOOK
2026-2027 School Year

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 Community Relations Manager at volunteer@csyonline.com.

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 Community Relations Manager. 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 Community Relations Manager 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 Community Relations Manager at volunteer@csyonline.com.

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 Community Relations Manager 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)
    - 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
    - Verification/results should be able to be obtained immediately
    - Free for Volunteers

- Child Abuse History Clearance from the Department of Human Services
    - 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
    - Verification/results can take up to 2 weeks
    - Free for Volunteers

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

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FBI Fingerprint-Based Federal Criminal History

- 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 is approximately $23.85 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

- If the volunteer qualifies to sign the waiver, please email tnalesnik@csyonline.com to obtain the waiver.

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: Human Resources. The safety and security of our students is our number one priority—thank you for your compliance in obtaining the necessary clearances.

2026/2027 HANDBOOK ACKNOWLEDGEMENT FORM

Preschool Parents/Guardians:

By signing below, you acknowledge receipt of a copy of the 2026-2027 CSY 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: _____