



Family Guidebook

2026-2027

Carolina Collaborative Prep
5007 Providence Road Bldg. F
Charlotte, NC 28226

Staff Directory

Michelle Spaulding
Head of School
(980) 408-1225 mobile
michelle@carolinacollaborativeprep.com

Judy Allen
Instructor

Michael Bordino
Assistant

Stephanie Rindner
Instructor

Saul Sheck
Instructor

Stefani Jerina
Part-time Instructor

Reilly Parker Walsh
Jr. Assistant Instructor

History/Founding of Program

In 2016, three families came together to find an alternative to what Charlotte schools had to offer their children with learning differences. They formed a non-profit academic center that focuses on the individual child and how they learn best. Thanks to the tireless efforts and countless volunteer hours of those three founding families, CCP is now serving children with learning differences in the Charlotte community that is tailored to them.

Our Location

CCP leases space at Shalom Park, an extraordinary state-of-the art facility located on a 54-acre campus on Providence Road in South Charlotte, NC. Our students are able to enjoy the beautiful bustling campus of Shalom Park as well as use the many facilities and programs it has to offer, including fitness, social, athletic, aquatic, and many other enrichment activities.

Mission Statement

Carolina Collaborative Prep (CCP) empowers children with learning differences to reach their full academic and personal potential in a supportive environment.

Parents as Partners

CCP takes the collaborative part of our name very seriously. As members of our school, your role as a responsible and contributing parent-partner is critical. We look forward to working with you to ensure your child's success in academics and beyond. In the spirit of collaboration, we hope that you will:

- Communicate with your child's teacher.
- Attend scheduled parent conferences and initiate additional conversations as needed.
- Email ahead to schedule a time for conversations with your child's teacher so you will receive their undivided attention.
- Treat faculty, staff, and fellow parents with courtesy, respect, and assume positive intent.
- Please contact your child's teacher or the Executive Director with any questions. We are always here to help.

Drop-off Procedure

Carolina Collaborative Prep has one drop-off time for staff to welcome students:

- 8:30am - 8:45am

Drop off is always in front of Building F. Parents may utilize the carpool method which ends at the CCP entrance. Staff will come up to greet your student and assist as necessary. Students will exit the car on the sidewalk side.

If the pre-school carpool begins to form a line, security mandates that parents/guardians must park in a drop off slot or handicap spot temporarily and walk their student to the carpool line. This protocol ensures CCP parents do not get stuck in the preschool line.

Walkers must be escorted to the CCP entrance by an adult using the crosswalk.

If your student arrives outside of the drop-off windows, please park in one of the drop off slots and text Michelle Spaulding at (980) 408-1225. Please walk your child up to the entrance. A CCP staff member will come down to greet your student.

Thank you in advance for waiting for our staff to greet your child and escort them to the third floor. Staff must be present for students to exit their vehicle. The CCP entrance is badge access only, and staff must be present for students to enter the building. Students should not be left unattended at any time during this process.

Pick-up Procedure

NORMAL DISMISSAL: Carolina Collaborative Prep has one dismissal carpool pick-up location for all students at the end of day. This CCP carpool line is in front of the JCC entrance by the mailboxes. Parents may line up along the sidewalk with the start of the line in front of the mailboxes. Students will enter the car on the sidewalk side. CCP families will receive a sign that displays their student's name for dismissal. Normal dismissal times are:

Monday - Thursday: 3:00pm

Friday: 2:00pm

Noon Dismissal 09/11/26; 1:00 pm Dismissal 04/21/27

EARLY DISMISSAL: Students that need to leave early will be picked up either in front of Building F or by the CCP carpool line at the JCC mailboxes depending on the day and time of the early dismissal. Please contact Michelle Spaulding at (980) 408-1225 or contact your student's teacher about the early dismissal. We will let you know if you need to park and walk up to Building F or if you need to go to the CCP carpool line by the JCC mailboxes.

Please contact Michelle Spaulding via email of any approved pick-up persons for your student. They will be added to your student's file.

Late Arrivals

Students arriving after 8:50 am must text Michelle Spaulding at 980-408-1225. A CCP staff member will come down to greet your child when you arrive.

Excused Absences Or Early Departures

If your child is sick and cannot make it to school, please email or text the Head of School at (980-408-1225) by 8:30 am. If students need to attend an outside appointment during school hours, parents should communicate this information to the Head of School in advance to arrange drop-off/pickup.

Parent & Guardian Communication Policy

1. Purpose

This policy establishes a clear communication hierarchy and respectful guidelines between parents/guardians, teachers, and administration at Carolina Collaborative Prep (CCP). The structure ensures effective collaboration, timely responses, and support for student success.

2. Communication Hierarchy

Contact the Teacher First

- Use Class Dojo during school hours for classroom-related questions, academic concerns, and day-to-day items.
- Teachers are the first point of contact and can address most questions or concerns.

Parent & Guardian Communication Policy

Contact Administration if Needed

- For urgent or pressing matters, or if additional support is needed after contacting the teacher:
- Michelle Spaulding, Head of School
- Email: michelle@carolinacollaborativeprep.com
- Phone: (980) 408-1225

Time-Sensitive or Emergency Situations

- Send urgent changes (late arrivals, early dismissals, pick-up arrangements, immediate concerns) to Michelle Spaulding in addition to notifying the teacher.

Parent & Guardian Communication Policy

3. Approved Communication Methods

Class Dojo (During School Hours)

- Primary method for day-to-day updates, questions, or classroom concerns.
- Teachers respond within 24 hours during the school week.
- Messages sent after hours or on weekends may be answered the next school day.

In-Person & Zoom Conferences

- Schedule by request for more in-depth discussions.
- In-person meetings are held at CCP; Zoom meetings may be used for convenience.
- Coordinate all conferences through the teacher or administration.

Parent & Guardian Communication Policy

Phone Calls

- Parents may request a phone call during school hours.
- Administration will arrange the call via the CCP phone or the Head of School's landline.
- Parents may call or text the CCP phone for urgent matters.

4. Teacher Weekly Updates

- Teachers post weekly class updates every Friday (or the last school day of the week) on the Teacher Page in Gradelink and/or Class Dojo.
- Parents cannot reply directly to Teacher Pages; please send follow-up questions via Class Dojo.

Parent & Guardian Communication Policy

5. Personal Information & Privacy

- Please do not share personal phone numbers, emails, or private contact information with teachers.
- Administration maintains all emergency contact information and will use it as needed.

6. Respect & Professionalism

- All communication should remain respectful, professional, and focused on student success.
- CCP may schedule conversations at appropriate times to ensure staff availability and attention to student needs.

By following this policy, CCP ensures effective, respectful, and timely communication to support each student's growth and well-being.

Lunch/Snack

Growing children need snacks. Please send a refillable water bottle and yummy, nutritious snacks for your child. We will have a few snacks on hand just in case they are needed. Snack time varies. Often snack is during a brain break. Sometimes snack is also a working snack. It depends on the class and the student.

Please send a healthy and nutritious lunch for your student. Students will have access to a refrigerator if needed. Ice packs in lunch boxes are also recommended. Students will have access to a microwave as well.

As CCP is a kosher facility, please respect kosher guidelines while eating on campus. We kindly ask that students refrain from eating meat and dairy in the same meal. Additionally, please avoid pork and shellfish items as well. Peanut butter/nuts are not allowed in classes with allergies. Your Instructor will let families know if this is applicable.

CCP makes Fridays Fun! We order cheese pizzas and chicken nuggets on Fridays. Please send in \$8 if you would like for your student to participate. We can accommodate gluten free students. If you wish to pay online, here is the link:

<https://buy.stripe.com/fZebMx0MGfH10G4bIK>

Birthdays! Parents are invited to eat lunch with their child on their birthday or close to their birthday; and bring treats for the class. For summer birthdays, parents can celebrate around their half-birthday or as close as possible. Thank you for contacting your student's teacher about the celebrations in advance.

Personal Student Electronic Devices Policy

To promote a focused and respectful learning environment, **personal student electronic devices**—including **cell phones, smart watches, and similar technology**—are subject to the following guidelines:

General Expectations

- **All personal electronic devices must be stored in student backpacks** and set to **off or silent mode** during the school day.
- Devices **may not be used during instructional time**, unless specifically authorized by a teacher for educational purposes.
- Parents and guardians may call or email Michelle Spaulding if they need to reach their student.

Lunch Time Use & Smart Watches

- Middle/Upper Academy students may be permitted to **briefly check their cell phones during lunch with teacher permission occasionally as needed.**
- After lunch, all devices must be **powered off or silenced** and returned to backpacks for the remainder of the day.
- Smart watches must be used solely for **time-telling purposes** during the school day.
- Communication functions (calls, messaging, notifications) must be **disabled**, or the device may be treated as a cellphone and subject to storage guidelines.
- Teachers have the discretion to request a smartwatch be removed and stored if it becomes a distraction

Behavioral Considerations & Enforcement

- CCP acknowledges that some students may have a **heightened attachment or fixation** with electronic devices.
- In cases where phone or device use becomes excessive or disruptive, **a behavior plan may be implemented** to help reduce dependency and maintain classroom focus.
- Students who do not comply with this policy may have their device temporarily held by staff and returned at the end of the day. Repeated violations may result in:
 - Parent contact
 - Restriction of lunch-time access
 - Disciplinary action as determined by the Head of School.

By following these guidelines, students help support a distraction-free, academically focused, and respectful environment for all learners. Please contact Michelle Spaulding, Head of School with any questions.

CCP Night Out!

Carolina Collaborative Prep is more than a student academic center; it is a community. That is why we created CCP Nights Out! During the year, students, staff, and families get together and have fun after the school day is over. CCP Nights out can be a restaurant, bowling, or any other fun activity. Parents and guardians connect while students enjoy hanging out with friends and CCP staff outside of class. These incredible outings foster relationships and strengthen the bonds forged at school. This year, our planned CCP Nights Out are August 13th, 2026; November 12th, 2026; and April 8th, 2027. We look forward to seeing you there.

Curriculum Night

CCP Curriculum Night is a special event in the beginning of the school year to give parents and guardians, a clear overview of their child's educational experience.

Curriculum Night will take place in CCP classrooms on:

- Thursday, September 17th from 5:30 p.m. to 7:00 p.m

.We look forward to seeing you there!

Field Trips

Carolina Collaborative Prep supports learning outside of the classroom. Students will experience several field trips throughout the school year. Parents may attend as space allows. A general permission slip is signed at the beginning of the year. An additional permission slip with detailed information is sent home closer to the event. Each family chooses if their student will ride with CCP staff, a parent of another student, or with them.

Please contact Michelle Spaulding with additional questions.

Medication

Carolina Collaborative Prep has a medication administration policy to ensure the safety of all students.

- Parents/guardians must sign a form/waiver listing the medication and its use in order for students to receive prescription and non-prescription medication during school hours.
- Prescription medication administration will require note from the family physician.
- Prescription and non-prescription medications will be stored in a locked cabinet until needed.
- Epi-pens will be on-hand with the instructors at all times in case of emergencies.
- A medication log will be maintained documenting the medication, day, and time administered.
- Students should not have medication in their personal belongings. Medication should be given to CCP staff to ensure proper storage.

Thank you in advance for keeping our students safe. Please contact Michelle Spaulding if you have any additional questions.

CCP Health Protocols and Guidelines

If your child becomes sick or injured at school, we will extend appropriate medical care and notify the parent/guardian. In the case of injury, an accident report will be filed for documentation purposes.

To keep the Carolina Collaborative Prep community healthy and safe, please refer to the following health protocols and guidelines.

General Health Protocols and Guidelines

- Please keep your student at home if they are ill or feel unwell.
- Your student may return to school once symptoms have improved including:
 1. Fever-free for a minimum of 24 hours without fever reducing medication.
 2. No vomiting or diarrhea for 24 hours minimum.
 3. Improving cough, runny nose, etc.
 4. Feeling better and strong enough to return to class and fully participate in the school day.
- If a student comes to school and is/becomes sick with symptoms that are making learning difficult and uncomfortable, the Executive Director will notify the parent/guardians.

COVID-19

If your student exhibits symptoms of Covid-19, please test for COVID using either an at-home antigen test or a pharmacy/physician office test.

If your student tests positive for COVID-19, they must stay home to complete the 5-day isolation period, with Day 0 being the first day of symptoms. COVID-19 positive students returning to school will wear a mask indoors* until day 10 unless they have two negative antigen tests separated by 1-2 days, in which case, a mask is not required. More information on COVID-19 can be found at the link below.

*Please note that COVID-19 positive students wearing a mask indoors will need to be isolated when drinking and eating. They will not be able to remove their mask around other students. Staff members will have a mask on while the student is drinking and eating. If possible, COVID-19 students will eat outside at the picnic tables if the weather permits.

<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

Strep Throat

If your student tests positive for Strep Throat, and has started a course of antibiotic treatment, they are able to return to school if:

- The student's fever has subsided

AND

- The student has taken antibiotics for 12-24 hours and is feeling well enough to come to school and fully participate in the school day.*

*Always follow the recommendations of your physician concerning when to return to school. Please see the link below for more information on Strep Throat.

<https://www.cdc.gov/groupastrep/diseases-public/strep-throat.html>

Conjunctivitis (PinkEye)

Please take your student to a physician if they develop symptoms of pink eye. This illness is highly contagious and needs to be addressed as soon as possible. Per CDC guidelines, infected children can return to school once any indicated therapy, such as antibiotic drops, is implemented, as long as the student is otherwise feeling comfortable and well without a fever or other symptoms that would impact learning.*

*Always follow the recommendations of your physician concerning when to return to school. Please see the link below for more information on pink eye.

<https://www.cdc.gov/conjunctivitis/>

Inclement Weather/Emergency Procedures

Inclement Weather Policy

At Carolina Collaborative Prep, , the safety and well-being of our students, families, and staff are our top priority. In the event of inclement weather, CCP will closely monitor all available and up-to-date weather information to make informed decisions regarding school operations.

Decision-Making Process:

CCP administration will assess conditions based on official weather reports, local advisories, and regional emergency management guidance. Decisions may include **delayed start times, early dismissals, or school closures**, depending on the severity of the weather and road conditions. When possible, CCP will make weather-related decisions with sufficient notice to allow families and staff to prepare.

Communication:

Announcements regarding schedule changes due to inclement weather will be communicated through email and/or text alerts, CCP's official website, and/or social media platforms, Gradelink, and Direct communication from school administration.

Safety First:

Families are encouraged to use their best judgment regarding travel conditions in their specific area. If a parent feels it is unsafe to travel, they should notify the school accordingly.

Parent Council

The Parent Council is a CCP committee that builds community and supports school events and initiatives that enrich the student and staff experience.

Participation

Parents/guardians are encouraged to attend and volunteer with Parent Council—events and projects. Volunteer as your schedule allows—one event or ongoing support.

Opportunities to Connect

- Community & connection opportunities for families to meet and socialize.
- Event support: Teacher Appreciation Week, field trips, Field Day, and other school events.
- Community engagement and service-oriented events that strengthen our broader community ties.
- Feedback & ideas to share with school leadership.

Parent Council

Communication

Communication will be shared via the Parent Council email, school flyers, or messages in the Teacher Weekly Email through Gradelink.

Volunteer Roles & Opportunities

- Room Parent coordination and classroom celebrations
- Teacher Appreciation planning and hospitality
- Field trip chaperones (as approved)
- Field Day and other community events
- Community engagement and service projects
- Special projects approved by administration

Parent Council

Expectations & Guidelines

- Respect & Professionalism: Model CCP values in all interactions.
- Coordination: Activities are coordinated with administration and classroom teachers.
- Safety & Compliance: Volunteers follow CCP safety protocols; background checks or sign-ins may be required.
- Equity & Inclusion: Events and communications should be welcoming and accessible to all CCP families.

Contract and Academic Fees Policy

1. The non-refundable contract deposit is 10% of academic fees and is due (along with the signed contract) within 7 days of receiving the contract. This will guarantee your child's enrollment and hold your child's place.
2. The deposit will be applied in full towards your total academic fees for the year.
3. The balance, after making the initial deposit, will be due in 9 equal payments due on the following schedule: August 15, September 15, October 15, November 15, December 15, January 15, February 15, March 15, April 15.
4. Fees may be paid using one of the below options:
 - a. **Check by Mail:** Please mail a check payable to Carolina Collaborative Prep to CCP, 1928 East 8th Street, Charlotte, NC 28204.
 - b. **Zelle:** Look for Zelle in your banking app. To send funds to CCP, please look up our account using eileen@carolinacollaborativeprep.com . Please note that your bank may limit the max available to send in a 24-hour period for the first few transactions.
 - c. **Credit Card:** This option will include an additional 2.9% transaction fee to cover our fees. If you would like to pay using a credit card, please email eileen@carolinacollaborativeprep.com and you will be sent a link with the payment option.
5. Our instructors are not permitted to accept forms of payment in person.
6. Monthly academic fee reminders are not sent. Most families use the Bill Pay Option at their bank and set up an automated monthly schedule to mail out checks on the 7th of each month, so CCP receives the check by the 15th.

Contract and Academic Fees Policy

7. Late payment policy:
 - a. If scheduled payments fall 5 calendar days in arrears, the family will be contacted and asked to make payment.
 - b. If scheduled payments are 10 calendar days in arrears, a \$50 late fee will be added to the account balance, and the family will be contacted to make immediate arrangements to make payment.
 - c. If the scheduled payments are 15 calendar days in arrears, the parent(s) will be asked to pay the balance immediately by credit card via our website and a 2.9% credit card processing fee will be added to the balance. If payment is not made within another 6 calendar days (21 days in arrears), the student will not be permitted to attend until the account is brought up to date or until payment arrangements are made.
8. We absolutely understand that finances can be challenging at times. We will work with any family that runs into financial problems (to the best of our ability). However, we are a small, non-profit school that relies on prompt payment from all families. CCP shall have the right to take legal action for collection of school fees and tuition parents agree by signing the enrollment contract.
9. Carolina Collaborative Prep is committed to providing a safe and supportive school environment for all students. CCP reserves the right, at any time to re-evaluate a student to ensure that our program continues to meet the student's individual needs. If it is determined that CCP may no longer be the best fit, CCP reserves the right to discontinue enrollment. If the Head of School determines that continued enrollment is not in the student's best interest, or if a family chooses to withdraw their child, the family will not be responsible for future payments. Refunds of the NCSEAA scholarship money are made to NCSEAA directly and follow the NCSEAA program requirements. Enrollment fees or tuition already paid by the parents are non-refundable.

NCSEAA Grant Provisions

For families utilizing the Opportunity Scholarship or ESA+ programs, the following terms apply:

1) **Primary Financial Responsibility**

Parent/Guardian understands and agrees that they are primarily responsible for the payment of all tuition and fees. While Carolina Collaborative Prep participates as a Direct Payment School with the NCSEAA, the receipt of such funds is a matter between the Parent and the State of North Carolina. If for any reason the scholarship funds are not disbursed, are revoked, or do not cover the full amount of tuition, the Parent remains liable for the remaining tuition.

2) **Requirement for Endorsement**

parents agree to complete the required 'Parent Endorsement' in the NCSEAA MyPortal system upon receiving notification from the State. Failure to timely endorse funds may result in the account being marked past due, and the Parent will be billed directly for the outstanding balance.

3) **Refund and Withdrawal Policy for Grants**

In the event of a student's withdrawal, any funds disbursed by the NCSEAA that exceed the prorated tuition owed (per the school's withdrawal policy) will be returned directly to the NCSEAA. No portion of state scholarship funds shall be refunded directly to the Parent or Student.

End of Year Testing

CCP uses the California Achievement Test, which is a nationally normed, standardized test that measures achievement in Reading, Language Arts and Math for grades 3-12.

- Testing takes place over 2 weeks in May.
- Testing fees are covered for all Full-Time students. Part Time Students may also test with CCP, providing the parent covers the cost for testing materials.
- Tests are untimed and on laptops/iPad's. A student may receive a paper test if desired.
- Allowable accommodations are provided for each section of the test according to testing rules.
- Testing is administered according to grade level, not working level.
- Testing is typically completed during morning hours with breaks. Some fun activities are scheduled during the afternoons for our amazing scholars.
- Alternate testing with the Woodcock-Johnson may be arranged off-site with an additional fee. It is the parent/guardian responsibility to escort the student to alternate testing. Please contact Michelle Spaulding if interested.

Dress Code

We expect students to continue CCP's tradition of appropriate dress for school and school related events. CCP allows students to wear what feels most comfortable to them, as long as it is neat and acceptable for CCP classes, both fitness and academic.

Offensive graphics or language on t-shirt or other items of clothing or personal belongings is not permitted.

Additionally, because of CCP's fitness schedule and the number of stairs in building F, we ask that sneakers or sturdy shoes be worn. No flip flops or crocs are allowed on the building F stairs due to safety reasons. Wearing crocs or flip-flops while at the pool is allowed.

Non-Discrimination Policy

CCP admits students of any race, color, religion, gender, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at CCP.

It does not discriminate on the basis of race, color, religion, gender, national, and ethnic origin in administration of its education and admissions policies, scholarship programs, and athletic and other school programs.

We celebrate and foster diversity and inclusivity in our programs and activities so that all feel welcome.

Smoke and Drug Free Environment

CCP maintains a smoke and drug-free environment (interior as well as Shalom Park Campus) during all student activities on and off campus.

Student Health & Attendance Requirements

Immunization Records

North Carolina law requires students to provide appropriate immunization records unless the student qualifies for a medical or religious exemption as permitted by North Carolina law. Medical exemptions require appropriate documentation, including the NC Medical Exemption Statement Form (DHHS 3987), when applicable. Religious exemptions require a written statement from the parent or guardian in accordance with North Carolina law.

Attendance & Absences

Regular attendance supports student learning, consistency, and participation in the school community. Parents or guardians should notify CCP when a student will be absent, and whenever possible, provide advance notice of planned or extended absences.

CCP recognizes that students may need to be absent due to illness, medical appointments, and family circumstances. Attendance concerns will be considered on an individual basis. If absences begin to significantly affect a student's educational progress or participation, CCP will work with the family to determine next steps.

Families of students participating in the NCSEAA scholarship program must maintain communication with CCP during extended absences. In accordance to NCSEAA requirements, a scholarship recipient who has not attended school for 10 consecutive days and whose parent or guardians cannot be reached by the school may be considered withdrawn. CCP will follow current NCSEAA requirements for reporting student withdrawals.

Safe School Policy

Carolina Collaborative Prep is committed to providing a safe environment for all students. In order for this to be achieved, students will adhere to the following student expectations to the best of their ability:

- Students will follow directions and act responsibly.
- Students will communicate politely and effectively with the teachers and each other.
- Students will treat others with kindness and respect.
- Students will participate in all classes and activities.
- Students will have a helpful attitude and lead by example.
- Students will self-manage their behavior and discuss needs.

CCP instructors will encourage and remind students to follow the above expectations as part of the Executive Functioning/Social Emotional Learning curriculum. Additionally, if needed, our Personal Evaluation Tool (modified for grade level) serves to record both positive and negative conduct for each subject of the day and assists them in recognizing their progress. In this way, the students are on a pathway to success for graduation and beyond.

Zero-Tolerance Policy

In our effort to maintain a happy, healthy, and safe environment for our students, CCP enforces a zero-tolerance policy and course of action for the following behaviors:

- Hitting or laying hands on an instructor or another student will not be tolerated. First offense will result in immediate suspension of one day or more depending upon severity. An incident report will be filed and signed by parents and student. Upon the third offense, the student will be released from the program.
- Targeted, intentional negativity towards another student categorized as bullying will not be tolerated. First offense will result in immediate suspension of one day or more depending upon severity. An incident report will be filed and signed by parents and student. Upon the third offense, the student will be released from the program.
- Bringing a firearm, knife, or weapon of any kind will not be tolerated. Security will be notified, and the student will be dismissed from the program immediately.

It is with this in mind that we ask our students and their parents to respect the following rules and to understand the reasoning behind the rules. Should you or your child have a question concerning any of the following, please discuss the matter with CCP's Executive Director.

Thank You

Thank you for all your support and for entrusting your student to our program. Our instructors and staff are working diligently to create the best possible individualized curriculum and environment for your student. We are excited to partner with you and to watch your student grow academically, socially, and emotionally this school year. Please do not hesitate to reach out to us. We are always here for you.

Best regards,

Michelle Spaulding
Head of School