



Family Guidebook

2024-2025

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

Staff Directory Administration

Michelle Spaulding
Executive Director
(980) 408-1225 mobile
(704) 554-2000
michelle@carolinacollaborativeprep.com

Taylor Lane
Administrative Assistant
(704) 621-8482
t.lane@carolinacollaborativeprep.com

Darien Cook
Curriculum & Assessment Coordinator
d.cook@carolinacollaborativeprep.com

Heidi Wolk
Administration Support
h.wolk@carolinacollaborativeprep.com

Eileen Stanczak
CCP Board President/Treasurer
eileen@carolinacollaborativeprep.com

Staff Directory

Rachel Abbatiello
Instructor
r.abbatiello@carolinacollaborativeprep.com

Victoria Achrane
Instructor
v.achrane@carolinacollaborativeprep.com

Darien Cook
Instructor
d.cook@carolinacollaborativeprep.com

Joe Healy
Assistant Instructor
j.healy@carolinacollaborativeprep.com

Austin James
Assistant Instructor
a.james@carolinacollaborativeprep.com

Lorraine Johnson
Instructor
l.johnson@carolinacollaborativeprep.com

Sarah Kuhn
Assistant Instructor
s.kuhn@carolinacollaborativeprep.com

Taylor Lane
Instructor
t.lane@carolinacollaborativeprep.com

Aly Parnell
Assistant Instructor
a.parnell@carolinacollaborativeprep.com

Cheyenne Pennell
Instructor
c.pennell@carolinacollaborativeprep.com

Reilly Parker Walsh
Jr. Assistant Instructor
rp.walsh@carolinacollaborativeprep.com

Kierston Wigfall
Assistant Instructor
k.wigfall@carolinacollaborativeprep.com

Heidi Wolk
Instructor
h.wolk@carolinacollaborativeprep.com

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.

Parents also have the option to park their car, and escort their child to the CCP entrance using the crosswalk.

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, text Michelle Spaulding at (980) 408-1225, or Taylor Lane at (704) 621-8482 and 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

Half-Day Teacher Workdays: noon

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 email 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 or Taylor Lane at (704) 621-8482. 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 Executive Director (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 Executive Director, in advance, to arrange drop-off/pickup.

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 yummy 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.

Since we are in Shalom Park, we ask parents to refrain from sending ham products and putting meat and cheese/dairy together on sandwiches out of respect. Thank you in advance for your cooperation.

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 on most Fridays, and chicken nuggets/fries once a month. Please send in \$5 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 and a 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.

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 that the students like. 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.

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.

In order 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 recover at home until their symptoms have improved, and they are fever free for 24 hours without fever reducing medicine. Once this is established, the student may return to school while wearing a mask indoors at school for 5 days to prevent the spread of infection. CCP put this plan into place to protect our students and staff who may be more susceptible to illness and/or are immunocompromised.

Thank you in advance for your cooperation.

*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.

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 are able to 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

In the event of inclement weather, CCP will follow Charlotte Mecklenburg School (CMS) closings. We ask that each parent/guardian, based on his/her comfort level, location, etc., use his/her own judgment regarding safe travel to CCP.

Please note: in extreme circumstances, CCP may independently decide to move instruction to remote learning for the safety of our students and families. Remote learning would be over zoom, and synchronous. Students and teachers would be engaged at all times, using whiteboards and breakout rooms as needed. Movement breaks will be scheduled for optimum attention.

Contract, Tuition and Fees Payment Policy

1. The non-refundable, enrollment/reenrollment deposit for a full-time or part time student is 10% of the academic fees and is due with the signed contract.
2. The deposit will be applied to the total fees for the academic year. The balance will be due in 9 equal payments on the following schedule: August 15, September 15, October 15, November 15, December 15, January 15, February 15, March 15, April 15.
3. If scheduled payments fall five calendar days in the arrears, the family will be contacted and asked to make immediate arrangements for payment. If scheduled payments are ten days in arrears, the student will not be permitted to attend until the account is brought up to date. The school shall have the right to take legal action for collection of school fees. Parents agree by signing the Enrollment / Re-Enrollment Contract, to pay all costs of collection, any court expenses and reasonable attorney fees.
4. All new students admitted to Carolina Collaborative Prep are on a thirty (30) day trial status. If at any time during the thirty (30) day (school days) trial status the academy feels that it is not the best fit for the student, it reserves the right to dismiss the student.
5. Carolina Collaborative Prep reserves the rights to, at any time, reevaluate a student to make sure the education, safety and setting remain appropriate to the child's needs.
6. If a determination is made by CCP's Executive Director that a student is no longer a good fit, or if a family decides to withdraw their child from CCP, the family is not obligated to make any additional payments, however no portion of deposits or monies paid will be refunded.

Contract, Tuition and Fees Payment Policy

7. I understand that in signing this contract for the upcoming year, I am agreeing to accept the rules, regulations, and policies of CCP as set forth by this Enrollment Contract.

8. Parents will honor the collaborative aspect of Carolina Collaborative Prep's mission and expect to be called upon to volunteer, fundraise or assist in some way throughout the year.

Monthly fees can be paid by personal check, Zelle, Bill Pay through your bank, or wire transfer. Please note that no cash or personal checks will be accepted by our onsite teaching staff or administration. The CCP mailing address is:

Carolina Collaborative Prep
2313 Richardson Dr.
Charlotte, NC 28211

Personal Checks: Please make checks payable to Carolina Collaborative Prep, then mail to the above CCP mailing address.

Bill Pay: Please use the "Bill Pay" option if available at your bank. Make the check payable to Carolina Collaborative Prep and use the above CCP mailing address.

Zelle/Wire Transfer: please email eileen@carolinacollaborativeprep.com for instructions.

ESA+: Please let me know if your child has received the ESA+ grant. We usually divide the ESA+ payments over 10 months and will send you an invoice to upload to ClassWallet at the beginning of each month so we receive payment by the 15th.

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 2-12.

- 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/ipads. 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.

State and Health Department Requirements

As CCP is set up and administered as a tutoring academy for homeschooled students, we recommend the parent/guardian of each student purchase a 3 ring binder and include the following documents for their records:

- NC or SC Homeschool certificate
- A copy of a current record of immunization showing that N.C. State requirements have been met.
- Academic Calendar for each year at CCP, evidencing the school day requirement has been met.
- Test scores- California Achievement Test or Woodcock-Johnson
- Progress Reports (4 per year)
- Transcripts for grades 9-12
- Work samples

These records are kept at your home as a homeschool administrator. Please contact Michelle Spaulding if you have additional questions.

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 of 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
Executive Director