



**A learning community  
where everyone matters**



**NEW FAMILY  
ORIENTATION GUIDE**

**WELCOME**



## INTRODUCTION

*How do I...?*

*What is the...?*

*Where are the...?*

Your guide to the most frequently asked questions regarding the Charleston Collegiate School

***Welcome!***

We are glad to welcome you and your child to Charleston Collegiate. Charleston Collegiate has many fun activities for students and their families to participate in throughout the year. We realize that sometimes all of the information that new families receive is overwhelming.

You have so many questions- well, we have the answers. We, the New Family Mentoring Program coordinators, have compiled some of the most frequently asked questions regarding Charleston Collegiate's procedures and activities. You will also receive a handbook which details the academics and policies and procedures for the school.

*You, too, can be a parent in the know!!*



## SCHOOL PROCEDURES

### ***"When is arrival and dismissal?"***

School begins promptly at 8:00. Please do not drop off children before 7:30. There will not be an adult to supervise your child before this time. Students arriving after 8:00 should report directly to the office to sign in and get a tardy slip. The Lower School is dismissed at 2:40. The Middle School and Upper School at 3:00.

### ***"When are pick-up times for afternoon carpool?"***

Carpool starts at 2:40 for the Lower School. If your child is not picked up by 3:00, they will be brought to C Club (After School Care). Middle and Upper School students can meet you in the parking area at 3:00.

### ***"What procedure should I follow when dropping off or picking up my child?"***

Pull as far forward as you can in the line to allow room for those behind you. Remain in your car. Please do not get out of your car during the loading procedure. DO NOT use your cell phone when in the carpool line. Please pull forward FIRST before assisting the children with their seat belts. And lastly, please DO NOT park your car in the carpool area after 2:30. If you have school business in the morning and need to come to the office, drop your children off first, park and walk-in. Allow your children to be independent and walk to class on their own.

### ***"What is C Club and how do I sign up?"***

C Club is the After School Program for the Lower and Middle School students. Activities include supervised play, rest periods, recreational and educational programs, refreshments, study and reading time, crafts and other activities appropriate to grade levels and interest. After school care is offered from 3:00 until 6:00. Children must be picked up by this time. An hourly rate of \$5.50 or fraction of an hour will be assessed for C Club service. Prepayment plans are available at a reduced rate. Applications are available at registration. All Lower School and Middle School families are required to fill out a registration form whether they plan to use after-school care on a regular basis or not.

### ***"What is the procedure if we know ahead of time that my child will be absent for another reason besides illness?"***

For the Lower School, let the teacher know ahead of time to get any assignments. For the Middle and Upper Schools, a Planned Absence form needs to be picked up from the office at least a week ahead of time. The form needs to be signed by all teachers and approved by the Division Head.

### ***"What is the procedure if my student needs to sign out before school is dismissed?"***

Please check with your teacher to make sure that you schedule appointments during nonacademic time, then send a note or e-mail ahead of time to your child's teacher. When it comes time to check them out, come to the office to sign them out. The office will call the classroom and have your child sent over.



---

***"Where can I purchase the school uniforms?"***

Uniforms can be purchased through Educational Outfitters either at their store in Mount Pleasant or online at [www.educationaloutfitters.com](http://www.educationaloutfitters.com). The full dress code can be found in the CCS handbook or at Educational Outfitters. All students are required to wear the Charleston Collegiate logo shirts and outerwear, khaki pants or shorts for boys, and a choice of khaki pants, skorts, or plaid skirts for girls.

***"Can I use clothing other than Educational Outfitters?"***

Yes. The pants, shorts, skorts, and skirts can come from whatever company you are comfortable using. The shirts and outerwear need to be official Charleston Collegiate uniform pieces and come from Educational Outfitters.

***"Do I need a special bookbag?"***

No. The children can select any bookbag.

***"Can I have lunch with my child?"***

Yes! Please stop at the office and let them know that you are meeting your child for lunch.

***"How do I contact my child's teacher?"***

The best way to communicate with your teacher is either through the homework folder or by e-mail. Homework folders are checked for notes first thing every morning. Email addresses for the teachers can be found in the directory and online. If you need to speak with a teacher immediately, you can call the school office at 559-5506.

***"What do I do if there is a change in my child's schedule?"***

For any change in your child's daily routine, especially regarding transportation home from school, please email the teacher. You can also call the office and leave a message.

***"How can I schedule a conference with my child's teacher?"***

You may schedule a conference by calling or e-mailing the teacher directly. There are two scheduled conference days a year. Parents can request conferences as needs arise during the year as well.

***"How do I get more information regarding school procedures?"***

Additional information available is on the website, [www.charlestoncollegiate.org](http://www.charlestoncollegiate.org). Additionally, each week an email announcement is sent out by the school. Please take a few moments to read this brief communication as it provides a vital link between parents, students, and the school. You will also be given a handbook at the start of the school year which explains school procedures in more depth.

***"How do I know if school will be closed due to inclement weather or other emergency?"***

On the rare occasion when Charleston Collegiate must cancel school, we will do so based on what Charleston County is doing. Listen to the local radio station to find out if we will be closing. Room Parents, as well as, the school administration will also attempt to contact all families in each class. We will also try and to put a notice on the school's website. This is the main reason it is vitally important to provide a cell phone number for the directory and to notify the office of any changes in your contact information.



---

## PARENT INVOLVEMENT

---

### ***"What is the Parents Association and how can I get involved at Charleston Collegiate?"***

The Parents Association is just that, an organization of parents that is committed to enriching Charleston Collegiate through fun events, volunteer support and fundraising. It provides many great opportunities to get involved to the degree that you are able in the area of service that most interests you.

### ***"What does a Room Parent do?"***

A room parent acts as a liaison with the school and the parents in the classroom. They help to coordinate the class parties, help with field trips and other things that the teacher and Parents Association might need done. If you decide that you want to be one, you will be asked to attend several meetings during the year.

### ***"What are the Communication Forums?"***

These are done monthly to provide an open forum between the parents and the school staff. They are a great opportunity to meet other parents. There is also a suggestion box that can be used to submit questions (both online and in the lobby of the school using the drop box.)

### ***"What are the Box Tops for Education, Greenbax, and Target and Publix programs all about?"***

All of these programs are a great way for the school to earn money! Box tops are coupons found on top of a lot of the products you buy. What you may not have known is that when we turn these into our school, our school makes money. Greenbax work the same way when you purchase groceries through Piggly Wiggly or Newton Farms, Greenbax earned can be given to the school. Target and Publix also give money back to the school when you use your Target credit card and Publix, when you use your Publix partner's card. Cards. Applications for these programs will be available at orientation.

### ***"When and where is the Book Fair held?"***

Book Fair Week, sponsored by Scholastic, Inc., is a fundraising event in the Lower and Middle Schools. It is held annually in February. The Book Fair is a terrific opportunity to expand your child's library and interest in reading as well as to supply any upcoming birthday or holiday gifts. The children visit the Book Fair with their class and make a "wish list" with the help of the media specialists. The parents can then come and do some shopping! This is also a great opportunity to purchase books for the classroom.

### ***"What is Teacher Appreciation Week?"***

Every year the Parents Association designates a week to express our gratitude to the faculty and staff of the school for all of their efforts in enriching the lives of our children. On this week, parents volunteer to host, provide food, refreshments, decorations and clean-up for both breakfast and lunch to the faculty and staff. They get some delicious food while taking a well deserved break from dining with our children!



---

***"What is Field Day? Do parents attend?"***

Field day is a fun-filled, activity-packed athletic competition that is held in the spring. The children are divided into multi-grade teams and play various track and field games. It is a fun way for the children to strut their stuff and show all of the skills that they have acquired during the year in Physical Education. Parents, of course, are welcome to attend.

***"What is the New Family Mentor Barbecue?"***

The New Family Mentor Program has been established in the school as a way to help new families feel right at home. The barbecue kicks off the school year and is a great way to meet new friends and catch-up with old ones. Invitations will be sent out during the summer. Mark your calendar and plan on attending!

***"What are some of the school activities that raise money for the school and how can I help?"***

The school, with help from the parents, holds a Home Tour, Auction, and Golf Tournament. All of these events need parent volunteers in order to be successful. The tuition fees only cover 74% of the operating expenses, the rest has to be raised during the year with our Annual Fund.

***"What is the Annual Fund?"***

The Annual Fund is a year long effort to raise funds. The percentage of parents giving versus the amount raised is more important to the school. A higher percentage of participation will eventually aid in future capital fundraising for buildings, labs, enhanced programs, etc. So, please give what you can each year, whether it is \$10 or \$50,000. Every little bit will help the school and its future success.

***"What is the Home Tour?"***

This is one of the major fundraisers for the school. A number of houses are made available for tour on Kiawah Island as well as a luncheon. At the end of the tour, a wine and cheese get together is held.

***"What is Fall Carnival?"***

In celebration of the season, the Lower School holds a Fall Carnival. This event includes inflatable jump castles, games and food. Each grade in the Lower School is responsible for providing and running a carnival activity.

***"What is the Oyster Roast and Chili Cook-off?"***

This is an evening event with oysters, chili cook-off contest (done by teachers and parents and is judged by guest chefs), music, and inflatables for the children. Each grade donates a basket that is then raffled off. This is one of the ways that the school gets families together in a fun filled evening.

***"What is the Gingerbread House?"***

This is held in December in the Lower School and provides students with a chance to buy low-cost gifts for their families.

***"What is the Annual Auction?"***

This event is held annually in the winter to raise money for the school. There is dinner, dancing, drinks, a silent-auction and much more. It is a great opportunity to socialize with other parents and faculty members.



---

***"What is the Golf Tournament?"***

This is held in May at a local golf course. Everyone is welcome to play or volunteer to help sponsor the event.

---

**ACADEMICS**

---

***"How do the children get their textbooks?"***

The list of books needed will be sent to parents during the summer. They can be ordered through MBSDirect.net. You may also use Amazon or other online textbook provider or purchase them from current CCS families.

***"What is the ACCeSs System?"***

This is our online grading, homework and announcement system. Students and parents have the ability to logon and view homework and grades.

***"What is the Learning Center?"***

Charleston Collegiate School offers a progressive approach to education by blending its high academic standards with an engaged and expanding Learning Center. Recognizing and celebrating the fact that all students learn in different ways, the goal of the program is to help students develop a foundation of learning skills and strategies necessary for academic success. This program is an additional cost and need for this program is determined by the Learning Center faculty, Division Heads, teacher and parents.

***"What is the Accelerated Reader Program?"***

It is an online system (accessed through the school's website) that allows the student to read a book and take a quiz. Every book has a certain number of points associated with it. Each class offers incentives and goals for the students to reach a certain number of books read.

***"Do the children take field trips during the year?"***

Yes. All students participate in field trips to enhance classroom study. These are generally short day trips to nearby locations. Permission slips are sent home before each outing. The 5<sup>th</sup> grade goes to a team building program to Kanuga and the Upper School participates in a Winterim program which allows them to explore career opportunities or educational interests.

***"What after school activities are currently offered at the school?"***

Current offerings include karate, art and tennis for the Lower School. The Middle and Upper School students can participate in school athletics and various music and art programs. You can obtain more information regarding these activities, their fees and procedures for signing up during orientation and during the school year.

