



# CHARLESTON COLLEGIATE

## WELCOME TO CCS!!

Phone: 843-559-5506

### Who To Contact:

**Front Office:** [frontoffice@charlestoncollegiate.org](mailto:frontoffice@charlestoncollegiate.org)

- Attendance
- Early dismissal
- Volunteer Opportunities

**Admission:** Bonnie Scapellato [bonnie@charlestoncollegiate.org](mailto:bonnie@charlestoncollegiate.org)

- Reenrollment, scholarships, financial aid

**Business Office:** Tammie Sullivan [tsullivan@charlestoncollegiate.org](mailto:tsullivan@charlestoncollegiate.org)

- Tuition and payment questions

**Development:** Kate Ledbetter [kledbetter@charlestoncollegiate.org](mailto:kledbetter@charlestoncollegiate.org)

- Volunteer at events
- Support our school & scholarship program with your gifts and donations

**Communications:** Ali Anderson [ali@charlestoncollegiate.org](mailto:ali@charlestoncollegiate.org)

- Mass emails, website, social media (follow us on all social!)

**Booster:** Molly Baslow [booster@charlestoncollegiate.org](mailto:booster@charlestoncollegiate.org)

- Get involved with athletics by helping games function
- Raise money for athletics & root on the Sun Devils

**PTO:** Katie Jayne [pto@charlestoncollegiate.org](mailto:pto@charlestoncollegiate.org)

- Get involved and help with events that support teachers and students
- Opportunities that can be completed at home or at the school

**Principal PreK-4<sup>th</sup>:** Kerry Ann Masoner [kmasoner@charlestoncollegiate.org](mailto:kmasoner@charlestoncollegiate.org)

**Principal 5<sup>th</sup>-12<sup>th</sup>:** Ryan Cook [rcook@charlestoncollegiate.org](mailto:rcook@charlestoncollegiate.org)

**Athletics:** Charlie Brown [cbrown@charlestoncollegiate.org](mailto:cbrown@charlestoncollegiate.org)

**After School Care:** Merdi Rochyadi [mrochyadi@charlestoncollegiate.org](mailto:mrochyadi@charlestoncollegiate.org)

**Bus Sign Up:** Bill Melton [bmelton@charlestoncollegiate.org](mailto:bmelton@charlestoncollegiate.org)





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All current and new family information can be found on our website at <https://www.charlestoncollegiate.org/community/family-resource>  
On this page you will find information about CCS Connect, birthdays, the illness form, signing up for after-school care, and so much more. Bookmark this page!

### **Calendar Information**

\*Visit <https://www.charlestoncollegiate.org/calendar> for more dates - *calendar online is updated regularly and there is an option to sync it with your personal calendar*

All School Drop off: 7:30 – 8AM *(Lower & Middle School use carpool circle, Upper School use gravel lot loop)*

Lower School Pickup: 2:40 – 3PM *(use carpool circle)*

Middle School Pickup: 3PM *(use carpool circle)*

Upper School Pickup: 3PM *(use gravel parking lot loop)*

### **Lunch & Snacks**

Our lunch program is provided by Flik, which provides our students with wholesome meals prepared from scratch to fuel your children's minds. Please send a snack to school with your child. Lower school students have access to a snack kiosk, where they can purchase a snack for \$1.00. *(Proceeds go to our teachers to purchase classroom supplies and resources.)* Students in Grades 5-12 have access to a snack cart during their morning break. Have your student bring a water bottle with their name on it to fill at any of our filtered water stations. For lunch menus visit our website: <https://www.charlestoncollegiate.org/community/family-resources>

### **School Supply Lists**

Supply lists are by grade, reference our website at <https://www.charlestoncollegiate.org/community/family-resources>

### **After School Care**

Our extended day programs, C-Club and CAMS, provide a time for children to do homework, play games, and have a snack. C-Club is an after-school program from PreK - 4th grade students and CAMS is for our middle school students. For more information email Merdi Rochyadi [mrochyadi@charlestoncollegiate.org](mailto:mrochyadi@charlestoncollegiate.org) - sign up will be at <https://www.charlestoncollegiate.org/community/family-resources>





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### **Bus Service**

We offer transportation for students to and from campus on a daily basis via bus service. Our bus service has both morning AND afternoon routes downtown and West Ashley/James Island. Bus fees are \$500 per semester/child/route.

Please email Mr. Bill for more information and/or to sign up for bus service.

[bmelton@charlestoncollegiate.org](mailto:bmelton@charlestoncollegiate.org)

### **Uniforms**

You may purchase approved uniforms online at **Lands' End** or our local provider, **Threads LLC**. The PTO hosts used uniform sales during the summer and the beginning of the school year. Watch social media and email announcements for these dates.

**You may also purchase dress code approved uniforms and have them embroidered with our CCS logo by Threads LLC.** Parents may come into the front office in the main school lobby to drop off and pick up uniforms for embroidery. [Here is the printable form](#) for ordering embroidery from Threads.

**For full dress code see handbook or website at**

<https://www.charlestoncollegiate.org/community/family-resources>





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### Dress Code Highlights

| <u>Lower School Dress Code</u>   | <u>Middle School Dress Code</u>  | <u>Upper School Dress Code</u>   |
|--|--|--|
| Label with Name<br>Closed-toed shoes<br>PE days: CCS t-shirt & sweatpants or shorts<br><br><u>Boys:</u><br>White,navy,light blue polo with CCS logo<br>White oxford shirts<br>Long sleeve under shirts (white,navy,grey)<br>Navy or khaki shorts/pants<br><br><u>Girls:</u><br>White,navy,light blue polo with CCS logo<br>White oxford shirts<br>Long sleeve under shirts (white,navy,grey)<br><br>Navy or khaki shorts/pants (no leggings)<br><br>CCS plaid*,navy,khaki skirts/dresses<br>*CCS plaid is at Lands'End | Label all outerwear<br>Closed-toed shoes<br>Wellness Courses: CCS T-shirt with sweats or shorts<br><br><u>Tops:</u><br>White,navy,light blue polo with CCS logo<br>White oxford shirts (w/belt)<br>Long sleeve under shirts (white,navy,grey)<br>White,navy,grey Cardigans & Blazers<br>CCS branded outerwear (no hood) can be worn during day<br>Game Day athletes can wear shirt/jersey on game days<br><br><u>Bottoms:</u><br>CCS plaid,navy,khaki color for all bottoms<br>Shorts/Skirts are 1 vertical credit card length above knee<br>No stretchy material<br>No cargo shorts/pants<br>Jumper or polo dresses | Label all outerwear, hooded outerwear can only be worn to/from school outside<br><br>Closed-toed shoes<br><br>Wellness Wed: Spirit wear & athletic bottoms (no hoods)<br><br><u>Tops:</u><br>Short/long sleeved collar top, any color. CCS logo preferred<br>CCS branded (non-hooded) over collared tops<br>No shoulders/midsections or low-cut tops<br><br><u>Bottoms:</u><br>Chino-style pants, shorts, skirts<br>collared dresses of any color (no shorter than 1" vertical credit card above knee)<br>No jeans, baggy pants, athletic wear, leggings, or spandex |





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### CCS CONNECT

ALL parents must complete **CCS Connect Forms** every year before your student attends classes is filling out the CCS Connect Forms. When you log in to CCS Connect you will see a prompt on the top of the screen to fill out forms - please fill out these forms ASAP since they include medical and emergency information.

CCS Connect is the information platform used by Charleston Collegiate. CCS Connect gives students and parents access to attendance, grades, calendars, schedules, report cards, etc. CCS Connect, a learning management system, makes it easy to manage, connect, and share information with students, parents, and the school community. If you need to update your email, phone number, or address, you can do so directly on your profile page.

You set **notifications** to receive emails or text messages whenever information is sent from the school. If you forget your password and cannot recover it, feel free to contact the Front Office, [frontoffice@charlestoncollegiate.org](mailto:frontoffice@charlestoncollegiate.org) for help.

**If you are new to CCS Connect or need a refresher, check out the links below - more info can be found at**

**<https://www.charlestoncollegiate.org/community/family-resources>**

You'll find helpful PDF tutorial links:

[Click here for an introduction to CCS Connect](#)

[Click here for Step 1: Logging in](#)

[Click here for Step 2: Profile Information, Files & Forms, and Settings](#)

[Click here for Step 3 \(optional\): Syncing your calendars to devices](#)

