



a Nita M. Lowey 21st Century Community Learning Centers (21st CCLC) Program

Project SUCCEED

2023-2024 Parent and Caregiver Handbook

Mission

Project SUCCEED (Schools Under Contract Creating Enriching Extended Days) helps give youth the skills and opportunities they need to be successful academically, socially, and emotionally in a safe and supervised environment.

Goals

Project SUCCEED provides academic, technological, physical and social enrichment opportunities to Conway School District youth. The components of the program are designed to provide students with the opportunity to:

1. Stay in a safe and nurturing environment with positive adult role models during before and after school hours.
2. Socialize with their peers in a healthy manner.
3. Receive assistance with homework.
4. Engage in learning activities that may not be available during school hours.
5. Connect with and become actively involved in their community.



Our program is constantly changing. Project SUCCEED’s offerings and activities may be modified at any time to best suit the needs of our students and families.

Important Contacts

Tim Neugebauer, Director/Site Director John Fuller, t_neugebauer@sau9.org, 603-901-2029
 Celine Locke - Administrative Assistant & Billing Manager, ce_locke@sau9.org, 603-901-2144
 Rose Whitney, Site Director Conway Elementary, r_whitney@sau9.org, 603-901-2108
 Heidi Belle-Isle, Site Director, Pine Tree Elementary, h_blisle@sau9.org, 603-901-2091

Enrollment

Electronic registration forms are available on projectsucceed.com. If you are unable to register online, please contact your site coordinator to complete the registration.

Space is limited. Registration is limited to a first-come, first served basis. Your child will not be able to attend if fees go unpaid for longer than 30 days or other arrangements have been made. *** Space is limited; applications are accepted on a rolling basis.**

*Release forms must be signed in order for children to attend the Programs – **No exceptions.** Registration forms may be found at each school site or online at www.projectsucceed.com.



Fees

Project SUCCEED charges sliding fees based on free and reduced lunch federal guidelines. If you do not apply for free or reduced lunch, billing will be based on a full pay scale. There is no yearly registration fee. **Checks should be made out to the Conway School District.** *All information is confidential.*

PLEASE CIRCLE YOUR PAY SCALE:

	<u>Full Pay Lunch</u>	<u>Reduced Pay Lunch</u>	<u>Free Lunch</u>
MORNING PROGRAM (Pay for what you sign up for)	\$4.00 per Morning	\$2.00 per Morning	\$1.00 per Morning

AFTERSCHOOL PROGRAM

(Pay for what you sign up for)

\$6.00 per Afternoon

\$3.00 per Afternoon

\$1.50 per Afternoon

PLEASE NOTE: There is an early drop-off fee and late pick-up fee charge of \$5.00 for every 5-minute increment your child is unsupervised before 7:30 AM and is supervised after 5:15 PM. Please be sure to be on time or make alternate pick up arrangements when necessary. Multiple late pick-ups will result in a suspension from the program.

The return of a check (electronic or paper) issued to Project SUCCEED will result in a \$20.00 returned check fee being placed on the account of the student on whose behalf the check was presented for each returned check, no matter the reason.

A returned check may automatically result in a hold on the account affected, which may preclude participation in any or all of the following activities: further check writing privileges, class registration, and program participation.

Registration is limited. Your child will not be able to attend unless your balance is paid in full, or other arrangements have been made.

Scholarships are available through an application process and are granted on a school year-to-school year basis. Invoices will be mailed out at the end of every month based on **registered days, not days of just actual days of attendance**. Please understand that you are responsible for the fees associated with the days you have registered for regardless of whether or not your child attends. We encourage you to apply for the Free and Reduced Lunch program [here](#), as you may be eligible for reduced before and/or after school program fees.



Health Information

Illness Policy

If a Project SUCCEED participant becomes ill, a parent or authorized person will be called to pick up the child.

Emergency/Health Information

Parents are asked to provide important contact information on the Project SUCCEED enrollment form such as: cell phone number, home phone number (if different), home address, mailing address, email address, permissions for pick-up, and permission for emergency health care. **It is up to the parents or guardians to notify the program of any changes in address and/or emergency contact information.**

Location

The Project SUCCEED afternoon begins immediately after school at John Fuller, Pine Tree, and Conway Elementary School. Activities take place throughout the school building, school grounds, and the community.

Hours

The morning program is open from 7:30 to 8:45 AM Monday through Friday, when staff is available. The Afterschool Program runs Monday through Friday, when staff is available, at all sites and are open immediately after school until 5:15 p.m. Project SUCCEED follows SAU9 policies and procedures and thus, programs are not open on days that school is closed, including holidays, teacher workshop days and early release days. Inclement weather can also cause unscheduled closings.

Project SUCCEED Programs

Morning Program: Starting at 7:30, until the school day begins, there is supervised activity time. Children can play games, create projects, read, or finish homework. Morning program starts at 9:30 a.m. on delayed start days. Please wait in your car until your child is escorted into the building. **NO EARLY DROP OFFS PLEASE!**

Afterschool Program: These begin after school and run until 5:15 p.m. Activities generally take place throughout the school building, school grounds, and the community. **Attendance** is taken daily to ensure the safety and whereabouts of the children. Students also receive a healthy **snack** daily. After snack, participants are involved in one or more of the following programs:

Academic: Everyday a specified amount of time is set aside to work on academic skills at each program. Depending on the homework policy at each school, this time can be used to complete homework with support or engage in an alternate academic activity designed with the age group and children's interests in mind. Each site also offers a variety of academic enrichments that don't fall under the categories listed below, examples include Spanish, The Walking Classroom, and Kindergarten After-hours.

Health & Wellness: Each site offers a variety of opportunities to increase the overall physical, emotional, and mental wellness of its participants. Choices may include organized activities like jump-roping, floor hockey, and cup stacking to learn fair play and good sportsmanship, or even a healthy cooking club to teach nutritional skills.

STEM: STEM includes all enrichments and activities that focus on **Science, Technology, Engineering and Math**. Choices may include VEX Robotics, Coding, Computer Explorations, Mystery Science, Bedtime Math and more! Two of our biggest partners, Tin Mountain and UNH Cooperative Extension, help provide additional STEM programming throughout the year.

Literacy: Reading and writing are the focal points of the enrichments and activities in this category. Examples include Adventures with Eric Carle, Storytime and Image Making.

Leadership/SEL: Leadership activities give Project SUCCEED participants the opportunity to spearhead a community service project or lead an activity for their peers. This may occur in an organized group such as through Kiwanis Kids, or within any of our daily activities where students are allowed to help lead an activity and are encouraged to always model being safe, respectful and responsible. SEL (Social Emotional Learning) activities promote team building, social skills and a sense of belonging to all members of our community.

The Arts: Each site offers a variety of artistic enrichment opportunities. Participants can choose from offerings such as Drama Club, Recycled Art, Mural Painting, Mosaics, and more.

Special Events & Family Nights: Periodically throughout the year each site will offer the opportunity for families to come together for a night of learning or just plain fun! Past family nights include Family Math Night, Family Game Night, or Skating at Ham Arena. Once a year we also join together as a community to celebrate **Lights On!**, a national celebration promoting the importance of afterschool programming.

Transportation



A limited bus route is provided daily at 5:15 p.m. at John Fuller School and Conway Elementary School, but not at Pine Tree School. Please check with your Site Director for more information on your bus route. If your child is riding the bus, their stop needs to be indicated on the registration form.

Pick Up Policy

Please be on time to pick up your child from Project SUCCEED. If you are going to be late because of an emergency, please notify your Site Director:

Rose Whitney, Site Director, Conway Elementary, d_whitney@sau9.org, 603-901-2108

Tim Neugebauer Site Director, John Fuller, t_neugebauer@sau9.org, 603-901-2120

Heidi Belle-Isle, Site Director, Pine Tree Elementary, h_blisle@sau9.org, 603-901-2091

Parents are required to pick their children up promptly by 5:15 p.m. We will not release your child to anyone who is not on your authorized list. A late-fee of \$5.00 per every five minute increment the child stays after 5:15 PM will be charged. If your child has not been picked up by the end of the program, our staff will try to contact you and/or anyone listed on the registration form. Late pick up fees will be assessed if your child is not picked up in a timely manner. A late pick up may result in a phone call to the local authorities. 3 late pick-ups in a trimester will result in a suspension from the program.

****Once a student has been signed out of Project SUCCEED they may not return to the program unless PRIOR consent has been granted.***



Parent Involvement

Parent/Guardian participation is strongly encouraged at Project SUCCEED. We welcome your support.

We would be happy to have you volunteer in the program. Volunteers are needed to assist in: program activities, fundraising, to serve on advisory boards, and to work on and develop special events. All volunteers are required to have a criminal background check. Please contact the Project SUCCEED Director, Tim Neugebauer, at 603-901-2029 for more information.

Discipline Policy

Project SUCCEED is a Conway School District program, and therefore operates under all of the same policies, procedures, and expectations. Project SUCCEED students are expected to follow the rules as in their school's handbook and any other rules specified by the Site Director and school principals.

In order to maintain a **safe** and fun environment, Project SUCCEED will work closely with you and your child to ensure proper behavior. If, however, the problem persists, our discipline policy is as follows:

- 1st Infraction: conference with child, Site Director and referring staff member.
- 2nd Infraction: Program Director, Principal and Parents informed. Child may be suspended from the program for up to 3 days.
- 3rd Infraction: Long term suspension or expulsion from Project SUCCEED.

Depending upon the severity of the behavior problem, steps may be skipped.

Assessment

Your comments and suggestions are important to us. As Project SUCCEED participants, you and your child may be asked to fill out surveys and/or assessments. Information gained from these surveys is strictly confidential. The information is used to help improve the program and to ensure continued funding.

Communication

We communicate primarily through email, telephone and powerschool blasts. You can also connect with us via Facebook, Newspaper, newsletters, SAU 9 website.

Contact Information

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Partnering Agencies

Tin Mountain Conservation Center
MWObs
Conway Public Library
White Mountain Science, Inc.
Advanced Yoga & Tennis
Arts In Motion Theater Company