

Partnering for Youth (PFY) Family & Student Handbook

School Year 2025-2026

PFY Program Goals

PROVIDE a safe & positive after school environment

IMPROVE academic success

STRENGTHEN attachment to school & community

ENHANCE physical fitness & personal well being

HEIGHTEN family investment through involvement

NON-DISCRIMINATION STATEMENT: In accordance with federal laws, the laws of the State of Maryland and the policies of the School Board of Queen Anne's County, Queen Anne's County Public Schools (QACPS) does not discriminate on the basis of actual or perceived race, color, age, gender, religion, disability, genetic information, national origin, marital status, socioeconomic status, physical characteristics, or sexual orientation in the provision of employment, educational programs, and services. QACPS operates equal opportunity and affirmative action programs for students and staff. QACPS is an equal opportunity/affirmative action employer. Inquiries or complaints regarding discrimination or Title IX issues such as gender equity and sexual harassment should be directed to the Director of Human Resources at 410-758-2403 ext. 176. Inquiries regarding ADA and Section 504 should be directed to the Supervisor of Student Support at 410-758-2403 ext. 155. Inquiries regarding Title II should be directed to the Assistant Superintendent at 410-758-2403 ext. 121. Inquiries may also be addressed in writing to the appropriate office at Queen Anne's County Public Schools, 202 Chesterfield Ave, Centreville, Maryland 21617. For further information on notice of non-discrimination, visit: <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.



PFY: General Information

- Enrollment into activities is on a first-come, first-serve basis. All registration forms will be collected each day (either on paper or virtually), numbered, and assigned to activities. If your first choice is full or unavailable, the second choice will be selected, etc. If all activities chosen are full, you will be placed on a waiting list.
- **Please plan on your child attending their enrolled activities each time they meet** for the full duration of the activity. When your child is present at school but not planning on attending PFY, we ask that you send a note to the site coordinator. If we do not receive a note, parents/ guardians will receive a phone call from the site coordinator to verify your child's location. On the note, please state the reason for not attending the program. If calling the school, please state the reason when leaving a message for PFY. If the reason is not indicated, your child will be marked as an unexcused absence. Chronic unexcused absences and early pick-ups may result in a request to withdraw your child from the activity to allow another child to participate.
- If you plan to pick your child up early, send a note to the PFY site coordinator. The central location for the after school program is the cafeteria.
- Dress for success! Have your child wear appropriate clothes for the activities they choose. For physical activities, sneakers must be worn for safety and loose fitting clothing will work best. If an activity is scheduled to take place outside, be prepared! In inclement weather, outdoor activities will take place indoors or an alternate activity will be offered that day.
- Only the parents/guardians or authorized individuals listed on the transportation form will be allowed to sign your child out. Anyone picking up a child from the after school program must be prepared to show a photo identification. Please send a note to the PFY site coordinator if the authorized individuals change. Be sure to include any contact phone numbers in the note.
- The program will not take place when schools are closed for full days or half days. It is sometimes necessary to cancel the after school program when weather is deteriorating during the day. PFY will adhere to district decisions around canceling after school activities.
- In case of any suspected medical emergency, the site coordinator and/or lead instructor will call the parents/guardians listed on the child's form, and a joint decision will be made regarding next steps. If a child requires the use of an epi-pen or inhaler, the child will need to keep that medical device on them at all times. In case the epi-pen or inhaler needs to be used, it will be self-administered by the child. PFY program staff will not be responsible for administering medication.



Key Procedures and Policies

Personal Electronic Device Policy/Regulations:

- While attending PFY, on site and off site, all electronic devices must remain out of sight.
- Students who refuse to keep their electronic devices out of sight will face disciplinary action, parent contact by site coordinator, and if a student refuses to comply, they may be dismissed from the program.

Transportation Policy

- **Students will not** have district-provided transportation available to them for daily PFY programming. Families need to ensure transportation home for their student at the conclusion of PFY programming each day.
- Parent/guardians, or authorized individuals who are picking up student(s) from the after school program **must remain in their vehicle** in the pick up line. A staff member will escort their student to the vehicle, the authorized adult must **present identification** to the staff member and **provide their signature** on the sign-out sheet. Only authorized individuals listed on this transportation form will be allowed to pick up a student. Authorized individuals must be at least 16 years of age. If alternative arrangements need to be made they must be communicated in writing to the site coordinator prior to pick up.
- On basketball and soccer game days, when a student is traveling to a different school for the game, **PFY will be providing one-way transportation to games for all students.** Parents and guardians must ensure transportation back home for their student at the conclusion of the sporting event.
- All track meets will be held at either Queen Anne's High School or Kent Island High School. **PFY will provide one-way transportation for all students to the track meets.** Students will be dropped off at their home school at the end of the meet. Parents and guardians must ensure transportation home for their student from the home school at the conclusion of the track meet.



Parent/Guardian Handbook Review

I, _____, have read the above handbook with my student. I agree to follow the policies and procedures stated above. If I do not act in accordance with the above policies, I understand that my student may no longer be allowed to attend PFY programming.

Signature: _____ Date: _____

PFY Participant Pledge

As a participant in the Partnering for Youth After School Program I will exhibit good character by being trustworthy, responsible, caring, fair, respectful, and a good citizen. I will be responsible for my actions and consequences for negative behavior will be applied as Partnering for Youth deems appropriate.

I have discussed the Cell/Smart Phone policy/procedures with my parents/guardians as described in this registration packet and have agreed to follow them.

I pledge to follow the rules for this program. If I choose not to follow these rules, I may lose my privilege to participate in the Partnering for Youth After School Program. My character counts in the Partnering for Youth After School Program and everywhere else.

Name: _____

Signature: _____ Date: _____