

PCR Program Registration

MAILING ADDRESS ONLY: 9200 Kentsdale Dr., Potomac, MD 20854
301-365-0561 seth@pcr-inc.org

How to Register for a PCR Program:

1. Decide which program(s) you would like to take. Some programs are perfect for anyone, others are best if you have a particular interest or skill. Contact Seth at PCR if you have any questions.
2. Fill out the registration form, write check, *mail* both to PCR.
3. Some programs are limited in the number of participants that can be accommodated, so sign up today!
4. Full payment is expected at time of registration, unless you make prior arrangements by contacting PCR.
5. Limited financial aid may be available by contacting PCR prior to submitting registration.
6. Read and sign the policy statement on the reverse of this page.

Name of participant _____ Date of birth _____

Name of parent/guardian/staff person: _____

Home address of program participant: _____

Home phone number: _____

Email: _____

If residential staff is registering or bringing participant, please indicate agency name and main phone number _____

Emergency phone number where someone can be reached while person is attending program.

Cell phone preferred.

Name of emergency contact: _____

Emergency contact phone number: _____

Second emergency contact: _____

Phone numbers: _____

Name of program	Day of week	Time	Location	Program Fee

SIGNATURE REQUIRED ON OTHER SIDE!

PCR Policy Information

Deciding what to sign up for:

In order to facilitate participant enjoyment, safety, and personal growth, we provide information on staffing ratios, skills required and interests essential for most of our programs. Contact us for more information. If considering a program for the first time, you are strongly encouraged to make arrangements to visit a program one time before registering.

PCR reserves the right to determine any individual's program participation.

Drop Off Policy:

Please accompany your member into the program site and make sure there is staff on site.

PCR Program Cancellation Policy

If a session is cancelled due to inclement weather or instructor/therapist illness, it is considered an "act of nature" and there will be no fee refunds.

PCR "Prorating Fees" Policy

There is no prorating of fees for sessions you select to miss or miss due to occasional illness. In the event of prolonged absences, PCR will consider prorating on a case by case basis.

PCR Inclement Weather Policy

If Montgomery County Public Schools are closed for the day or evening there will be no PCR programs that evening. If it is a weekend program about which you need to inquire, please call the office 301-365 -0561.

Supervision

PCR provides supervision, according to the level appropriate to each program, ONLY during the stated program times. We cannot be responsible for members' arrival and departure. Please be prompt to arrive and leave.

Registration

ALL program participants MUST complete the registration form prior to attending ANY ongoing program. PCR must have COMPLETE emergency contact information for each participant.

Photographs

I consent to PCR's use of my print or film image for publicity purposes. I understand my image will not be sold. Check here _____ if you DO NOT consent.

PCR Late Fee

PCR will charge a late pick-up fee of \$10.00 for every 15 minutes, or part thereof, that a PCR member is picked up after the stated end of the program. The fee must be mailed to the office before the member can continue to participate in PCR programs. Drivers picking up multiple members are responsible for ALL fees for each member.

Information Change

It is the responsibility of the members or their caregivers to promptly inform PCR of any changes in contact information. Information changes should be made by resubmitting a completed and updated registration form.

I am registering for the programs listed on the other side and I accept the terms of the PCR policies as stated above.

Signature PCR member _____ date

Signature parent/guardian/caregiver _____ date