PCR
POTOMAC COMMUNITY RESOURCES, Inc.
Serving Teens and Adults with Intellectual/Developmental Disabilities
Since 1994

Program Registration for Fall 2026

For virtual programs, participants will need a desktop, laptop, tablet, or phone, with Zoom capability, to participate.

Important Note Regarding Program Fees: For members whose payments will be made by a funding service (e.g., Respite Coordination) or third party, our program fees will include a modest increase. Please contact Seth Duncan at seth@pcr-inc.org for more details.

Registration is required prior to attending any PCR program. To register:

- Registering online at www.pcr-inc.org is the fastest and easiest way to ensure your participation in PCR programs.
- If you prefer to register via a paper registration form, please fill out all fields below, read and sign the policies and procedures on page 2, and mail to the PCR office at **9200 Kentsdale Drive, Potomac, MD 20854**.
- Registrations are processed on a first come, first served basis.
- Full payment is expected at the time of registration unless you make prior arrangements by contacting PCR Program Director Seth Duncan at seth@pcr-inc.org.
- For the Tricia Sullivan Respite Care Programs, payment is due at the door unless you make prior arrangements with PCR Respite Director Melissa Wyman at mwyman@pcr-inc.org.
- Financial aid may be available by emailing Seth Duncan prior to submitting registration.

Name of participant _____

Email _____

Address _____

City, State, Zip_____

Primary Phone Number _____

If we need to contact you via phone, we will use this phone number

PCR will use the email provided above to send you program information and our monthly newsletter.

Name of program	Day of week	Time	Program Fee

SIGNATURE REQUIRED ON OTHER SIDE!

Please review PCR's Policies & Procedures carefully and sign where indicated.

PCR Programs: Policies and Procedures

Deciding What to Sign Up For

In order to facilitate participant enjoyment, safety, and personal growth, we are happy to provide information on staffing ratios, skills required, and interests essential for participation in our programs. Contact the PCR Program Director at seth@pcr-inc.org for more information about PCR programs.

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

Suggestions, Concerns, and Complaints

PCR programs are designed and conducted in response to our members' expressed interests, needs, and preferences. We welcome your suggestions, concerns, or complaints about our programs. Please email the Program Director at seth@pcr-inc.org. Any issues raised will be addressed within a week.

PCR Program Cancellation Policy

If a program meeting 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 Inclement Weather Policy for In-person Programs

If Montgomery County Public Schools are closed for the day or evening there will be no in-person PCR programs on that date.

Supervision at In-person Programs

PCR provides supervision, according to the level appropriate to each program, ONLY during the published program times.

Drop Off and Pick Up Policy at In-person Programs

Please accompany your member into the program site and make sure there is staff on site. Members may need to sign in and out at each program. Please be respectful and abide by published start and end times.

PCR Late Pickup Fee at In-person Programs

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 published 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.

Support for Online Programs

Members may need supervision and assistance from their caregiver to log in to online programs and participate successfully. Caregivers may need to be available throughout the program to provide assistance as needed.

Program Security for Online Programs

Please do not share online meeting log-in, password, or meeting links with anyone. This is to ensure that all members have a safe space to participate in PCR programs. PCR will not record any program.

Communications

All communications from PCR will be sent via email, unless other arrangements are requested.

Photographs

I consent to PCR's use of my print or digital image for PCR publicity purposes. I understand my image will not be sold. Check here _____ if you DO NOT want your photograph used for PCR materials, including on our website.

Changes in Contact Information

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, or by emailing seth@pcr-inc.org with your updated contact information.

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