



# Program Registration

Mailing Address  
 12010 Woodmore Road, Bowie, MD 20721  
 301-442-3708, 301-249-2524 (fax)

*For Office Use Only*

**About PGCR Programs and Registration:**

- Fill out all fields of the registration form, write check and *mail* both to PGCR. Form and payment will not be accepted at programs.
- Registration is based on a first come, first served basis.
- Full payment is expected at time of registration unless prior arrangements are made.
- Limited financial aid may be available by contacting PGCR prior to submitting registration
- Read and sign the policy statement on the reverse of this page.

Name of Participant \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Home phone number: \_\_\_\_\_

Emergency phone number where someone can be during program \_\_\_\_\_

Name of Emergency contact: \_\_\_\_\_

Name of Program	Day of Week	Times	Location	Program Fee

**SIGNATURE REQUIRED ON OTHER SIDE!**



# PGCR Policy Information

## Deciding what to sign up for

In order to facilitate participant enjoyment, safety, and personal growth, we provide information on staffing rations, 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.

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

## Drop Off and Pick Up Policy

Please accompany your member into the program site and make sure there is staff on site. Members must be signed in and out of each program. Please be respectful and abide by published start and end times.

## PGCR Program Cancellation

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.

## PGCR "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, PGCR will consider prorating on a case by case basis.

## PGCR Inclement Weather Policy

If Prince George's County Public Schools are closed for the day or evening there will be no PGCR programs that day/evening. If it is a weekend program and you are not sure, please call 301-442-3708 or email [PGCRemail@gmail.com](mailto:PGCRemail@gmail.com)

## Supervision

PGCR provides supervision, according to the level appropriate to each program, only during the published program times.

## Registration

ALL Program participants must complete and submit the registration form prior to attending ANY program. PGCR must have COMPLETE and CURRENT emergency contact information for each participant.

## Photographs

I consent to PGCR'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 want your photograph used for PGCR materials, including on the website.

## PGCR Late Fee

PGCR will charge a late pick-up fee of \$10.00 for every 15 (fifteen) minutes, or part thereof, that a PGCR 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 PGCR 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 PGCR of any changes in contact and/or emergency 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 PGCR policies as stated above.**

\_\_\_\_\_ Signature PGCR member \_\_\_\_\_ date.

\_\_\_\_\_ Signature parent/guardian/caregiver \_\_\_\_\_ date.

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