



Inclusive Opportunities for All

Program Registration

Mailing Address ONLY:

6701 Muncaster Mill Rd, Derwood MD 20855

Phone: (301) 840-1407

About UCR Programs & Registration:

- Fill out all fields of the registration form, write check, and *mail* both to UCR. 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 you make prior arrangements.
- Limited financial aid may be available by contacting UCR prior to submitting registration.

Please read and sign the policy statement on the next page

Name of Participant: _____

Email Address: _____

Address: _____

City, State, Zip: _____

Home Phone Number: _____

Emergency Phone Number where someone can be reached while person is attending program

Name of Emergency Contact: _____

Emergency Contact Phone Number: _____

Second Emergency Contact Phone Number: _____

Check here to receive important emails regarding UCR program notifications and cancellations

Check here to receive your bi-monthly UCR newsletter via email

Name of Program	Program Fee

UCR 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.

UCR 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. Please be on time so that programs may start promptly.

UCR Inclement Weather/Program Cancellation Policy

If Montgomery County Public Schools are closed for the day or evening there will be no UCR programs that evening. 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.

UCR "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, UCR will consider prorating on a case by case basis.

Supervision

UCR 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. UCR must have COMPLETE emergency contact information for each participant.

Photographs

I consent to UCR'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.

UCR Late Pick-Up Fee

UCR will charge a late pick-up fee of \$10.00 for every 15 minutes, or part thereof, that a UCR 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 UCR 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 UCR 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 UCR policies as stated above.

_____ Signature UCR member _____ date

_____ Signature parent/guardian/caregiver _____ date