

PEP Policies

PRE-REGISTRATION

Pre-registration with full payment in advance is required for all PEP programs, unless a payment plan has been arranged with the PEP Office.

CANCELLATION

PEP reserves the right to cancel any program with fewer than ten participants. Registration and childcare fees will be refunded if we cancel.

TUITION REFUNDS

Classes (6-10 sessions):

If you cancel your registration at least 48 hours before the first class, you will receive a refund minus an administrative fee of \$15 per person per course. If you withdraw after that but before the second class, we will refund 75% of the tuition. There will be no refunds after the second class.

Seminars (2-4 sessions) & Workshops (1 session):

If you cancel your registration at least 48 hours in advance of the event, you will receive a refund minus a \$10 per person administrative fee for seminars (2-4 sessions) and a \$5 per person fee for workshops, talks or Open Forum Counselling (1 session). There will be no other refunds.

ABSENCES

Attendance is important; material taught in class builds on prior weeks. PEP encourages parents to register for a course only if they are able to attend at least one of the first two class meetings. In PEP I, II, III, Toddlers, Preschoolers or Teens, participants can make up classes in the same session and also up to two classes in the next session, by notifying the class instructors and PEP office. Other absences cannot be made up.

SCHOLARSHIPS & PAYMENT PLANS

Call the PEP office for special arrangements and scholarship information.

CHILDCARE

Childcare will be available only when indicated in the schedule. Register at least one week in advance, with payment, include children's names and ages. If registering within one week of the class, call the PEP office for childcare status.

Call the PEP office before registering for babies younger than one year or for information about PEP's policy of keeping infants in class with parents. information.

Cancellation: If a sitter is not available, the class is cancelled, or the minimum for childcare has not been met, all fees paid will be refunded. Refunds for childcare will be given only if requested seven or more days before the start of the event.

Full payment is required at time of registration. **A minimum of 4 children and a maximum of 10 are needed.**

Fees are calculated per class session: \$12/first child; \$8/each additional child in the same family.

10 week class: \$120/first child; \$80/each sibling

8 week class: \$96/first child; \$64/each sibling



Registration Form

Name(s) _____

Address _____

Phone (h) _____

(w) _____

Email _____@_____

PEP Member: Yes No

COURSE / WORKSHOP

_____ Title _____ \$ _____

_____ Title _____ \$ _____

_____ Title _____ \$ _____

_____ Title _____ \$ _____

Course subtotal \$ _____

PEP Members subtract 10% discount - \$ _____

New subtotal (if receiving PEP Member discount) \$ _____

If taking course as a couple: subtract 5% discount - \$ _____

Course Total: \$ _____

Book(s): _____ \$ _____

Childcare: Name _____ Age _____

Name _____ Age _____

Name _____ Age _____ \$ _____

Membership New / Renewing \$ _____

Tax-Deductible Donation \$ _____

TOTAL AMOUNT ENCLOSED \$ _____

Check: payable to PEP

Charge: Discover/Mastercard/Visa Expir. ____/____

Account # _____

Signature _____

Office Use Only

Date _____

Rec _____

Reg _____

Acct _____

Conf _____

Paid By: _____

Chck Cash

Chrg Crdt

Schl Plan

MAIL, FAX, OR CALL

Parent Encouragement Program

10100 Connecticut Avenue

Kensington, MD 20895

tel: 301.929.8824

PEPoffice@aol.com

fax: 301.929.8834

www.PEPparent.org

*PEP, a local nonprofit established in 1982,
offers parenting education four sessions a year.*