



Registration Form 2024-25 School Year

Please fill out one form per child.

Our school year typically runs from September 2024 to June 2025.

School hours: 7:30 am – 6:30 pm

The academic program begins at 8:45 am.

Annual Tuition: 2024-2025 School Year Schedule Options

Half Day 7:30 am - 12:30 pm	Full Day 7:30 am - 3:30 pm Enrichment or Nap	Mixed Days: A combo of full & half days	Afternoon Threes 12:30 pm – 3:30 pm (PM Threes)
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Pick Your Schedule:

↓ Make selection here

↓ Make selection here

M-F Half Day	\$1164 x 9	\$582 June '25 deposit	M-F Full Day	\$1982 x 9	\$991 June '25 deposit
MWF Half Day	\$714 x 9	\$357 June '25 deposit	MWF Full Day	\$1220 x 9	\$610 June '25 deposit
TTH Half Day	\$489 x 9	\$245 June '25 deposit	TTH Full Day	\$833 x 9	\$417 June '25 deposit
MWF Full TTH Half	\$1654 x 9	\$827 June '25 deposit	TTH full MWF half	\$1427 x 9	\$714 June '25 deposit
PM only M-F Threes/Pre-K	\$872 x 9	\$436 June '25 deposit	Add Extra Innings →	M-TH 3:30p-6:30p	Weekly \$180

Secure Your Child's Spot:

1. Select a schedule above by putting an "x" by your choice in the ↓ column.
2. To show interest in Extra Innings, put an "x" for add Extra Innings 3:30 pm – 6:30 pm. Based on availability.
3. Zelle payment (contact office for account #) or make checks payable to "PGDS" or Potomac Glen Day School. Extra Innings deposit **NOT REQUIRED**.
4. Payment: \$200 non-refundable application fee **plus** June 2025 deposit (Deposit is non-refundable with window discount)

Age Group (circle one): Twos Threes Pre-k Transitional K Kindergarten					
Child's full name		Child's Date of Birth		Today's date	
Your Name		Your Signature		Check amount/#	



9908 South Glen Rd
Potomac, Md. 20854
301-299-9193

Student Applications Records

OFFICE ONLY

Date enrolled: _____
Class upon entrance: _____
Last day of attendance: _____
Reg. pack sent date: _____
Application Complete: _____

Child's full name	Nickname	AGE	DOB	Sex
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Address	City	State	Zip
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Parent Name	email	mobile
		work
Parent Name	Parent email	mobile
		work
Does your child live with both parents?	Address/phone information is listed in our directory. Class emails are for school-related topics only.	Names/ages of your other children:

List any ALLERGIES, HEALTH CONCERNS or SPECIAL NEEDS that your child has:
(Unfortunately, PGDS cannot accommodate severe peanut allergies.)
List any special equipment or routine that your child needs:
List area that you are working on with your child or where your child may need help:
List your child's likes/dislikes
List things your child does well/Physical activities your child enjoys

List previously attended schools/centers:	
Are you applying to other schools?	Will your child be attending Kindergarten at PGDS?
How did you hear about us?	
Priorities in order of importance. Please circle all that apply: 1. Kindergartner enrolling with a 2, 3, Pre-k, or TK sibling 2. Previously attended PGDS school/camp 3. PUMC church members 4. New Families (All other applicants) 5. Previously attended but did not attend Kindergarten at Potomac Glen Day School	
Note: Openings are available to priority and new families with no history with PGDS	

Your Signature: _____ Date: _____
PGDS Signature: _____ Date: _____



KEEP THIS SHEET IS FOR YOUR RECORDS

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Your selected schedule: Payment due at registration to hold your spot:

Total Paid including \$200 application fee plus June '25 deposit: \$ _____ Check#: _____

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Financial Incentives for the 2024-25 school year (one discount per family):

- 5% sibling discount off the annual tuition
 - 5% Active Military discount off the annual tuition
 - 5% discount for PUMC church members: Regularly attends Sunday School & contributes \$100+/mo. to PUMC
- Summer and school year discounts are separate.
No discounts for EI, adds or application fees.

Twos must be two by their first day of school. * Birthdays after 9/1 may need to pay tuition to hold spot until start date.

Pre-K and **TK** must attend 5 days. **TK** must be turning 5 no later than December 31st, 2024.

The kindergarten program: is from 8:45 am – 2:45 pm. Children may arrive at 7:30 am and depart at 3:30 pm.

Your registration form and check reserves your spot. Class placement is determined in late August 2024. Same age classrooms have the same curriculum and year-end goals and are grouped yearly to provide an equal balance.

Returning Families placement is reserved until 11/30/2023. Checks and forms are due no later than 11/30/2023.

New Families: Returning and new to PGDS families are welcome. If we notify you that we cannot place your child, we will fully refund you or you may go on our Waitlist with the \$200 application fee.

Tuition: Is based on an annual fee divided by 9.5 payments for convenience. Due monthly on the 1st from 9/1/2024 to 5/1/2025. Your deposit is your final payment (June 2025).

***All checks go to the office or the tuition box. Do not place in folders, backpacks, lunches or hand to staff.

Add-ons (\$50) and **add days (\$60)** are available upon request if we have room. We do not bill. Payment is due on the day of the add. Add-ons must be requested before 12 pm for that day.

Half-day children must be picked-up by 12:30 pm and Full-day children by 3:30 pm to avoid late fees.

Absence: Please notify us know if your child will be absent. All children need to be at school by 8:45am.