

# General Information

## **PRE-REGISTRATION:**

Pre-registration is necessary for all activities in this brochure (unless stated). Please note that your registration is not complete until the Community Education office has received your payment. Classes will be filled with prepaid registrations on a first come, first serve basis.

## **Classes with limited openings:**

When classes have limited registration, they will be on a first come, first serve bases. Pre-registration and payment is required.

## **Cancellations:**

The Ortonville Community Education Department reserves the right to cancel any class or activity due to insufficient enrollment. Participants will be notified by telephone or mail for cancellations. A refund check will be issued.

## **Refunds:**

If it becomes necessary for participants to withdraw from a class, the Community Education Department will refund the fee. No refunds will be issued after the first class. Please call the Community Education Office to alert us to cancellations at least one day in advance so that those on a waiting list can be notified.

## **Inclement Weather:**

Announcements will be made over KDIO radio in the case of bad weather. Our policy is, if school closes or is cancelled, all Community Education classes are cancelled as well.

## **Three Easy Ways to Register for Classes:**

### **Mail:**

Ortonville Community Education, 200 Trojan Drive, Ortonville, MN 56278

### **Phone/E-Mail:**

8:00am to 4:00pm

320-839-6181 ext. 402, or fax 320-839-3708. E-Mail: [shawnda.johnson@ortonville.k12.mn.us](mailto:shawnda.johnson@ortonville.k12.mn.us)

### **Visit Us:**

Ortonville Public School, 200 Trojan Drive, Ortonville, MN 56278. Office is located in the District Office.