

Thanks for registering with Learning Exchange! *Keep this sheet*

Judy Stelmazek 952-681-6109
(Registration Questions)

Janet Clarke 952-681-6121
(Class Content or Policy Questions)

Your classes are listed in the enclosed confirmation letter. Please mark them on your calendar and **save these papers**, in case you need to check anything later on. If there is a note in red ink on your confirmation letter, this means a class you wanted was full. You were put on the “Waiting List” for that class. **You should not go to the wait listed class unless we call you and say there is an opening.**

Your money will be refunded for the class you were put on the wait list for. Refunds will be mailed out at the end of the session. (See Refund Policy.)

Reminder Calls: Learning Exchange will try to telephone you to remind you of the upcoming classes. ~ Instructors cannot accept registrations on the night of class.

TRAIL: TRAIL will call you if you are a TRAIL rider and are signed up for a class that has TRAIL. **TRAIL riders are responsible for notifying Stacie, 612-253-8706 at TRAIL of any cancellations. Please call TRAIL Dispatch at 612-253-8723 with any last minute changes.**

Group Home Staff/Caregivers are responsible for keeping track of classes, in case we are unable to reach someone before a class. Do not take anyone to a class if they are on the wait list, unless we call and say they can go. They will not be allowed to stay.

Bringing your own staff? Tell us when you register if you are bringing someone to help you in the class so we can adjust our volunteer staffing. 3 or more participants from one group home require a staff person to stay with them and assist at class, as does any participant needing assistance with personal care in the restroom, etc.

Date and Location: Check your confirmation letter and Class Address List. We don't want you to end up in the wrong place! Please call 952-681-6109 if you need directions to any location or have any questions.

Absences: Call us at 952-681-6109, before class, if you are ill and need to miss the class. We often have a wait list for classes and would like to offer the space to someone on the list. The office is open from 9:00 am until 3:30 pm Monday through Friday ONLY.

Be On Time: Please respect drop-off and pick-up times. Instructors arrive about 15 minutes before class. Because someone may be using the classroom before your class, please DO NOT arrive until 10-15 minutes before class starts. Be on time to pick up riders! Our staff cannot commit to waiting with delayed riders.

Late Arrivals: If you are 30 minutes late for class you may not be permitted to fully participate since class has already started.

Cooking Class Participants: Please bring several containers for leftovers to each cooking class so we don't waste food, unless the catalog tells you differently.

Bad Weather? We will try to call you if a class is canceled and will also list any canceled classes on Janet's voicemail (952-681-6121), after 3 pm the day of the class. Please confirm with us that day that you received the cancellation notice.

Refund Policy: (see reverse side).

EVERYONE: Check days and dates carefully on your confirmation letter to make sure these are the days you registered for. Mark your calendars using the confirmation letter that is enclosed. **You may not have gotten all the classes you wanted!**