

A decorative border of asterisks surrounds the text. The border consists of a top row of 25 asterisks, a bottom row of 25 asterisks, and vertical columns of 25 asterisks on the left and right sides, with the corners overlapping.

City of St. Paul
Recreation Department

Recreation Handbook
Summer of 2017

Information Page

Please read this page to find answers to some questions you may have about the St. Paul Recreation Department. Laura Berthelsen with the St. Paul Civic Center is the coordinator and will answer your questions concerning any class or activity.

Location of Activities

Classes will be held at a variety of locations depending upon the needs of the class and the instructors available to teach the class. Most classes, however, will be held at the St. Paul Public School. The exact location will be listed with the details of each class. The instructor or volunteers will be available to greet students at the door on the first day of the class to show them where the class will be held.

Registering for Activities

Most activities will require instructors to purchase materials for the class. **Please try to mail in or call in your registration a week or more prior to the class.** Please allow the instructors time to ensure that adequate supplies have been ordered and/or purchased in advance of the class. For questions regarding registration, please call Laura Berthelsen at 308-754-2010 or send an email to civiccenterstpaul@gmail.com. The registration for activities listed under "Additional Summer Activities" is done separately – see description for details.

How to Register for the Classes

1. Complete the registration form.
2. Participants must register for all programs in advance.
3. Appropriate fees must accompany registrations. Please make checks payable to the City of St. Paul.
4. The **Waiver and Release of Liability** form must be signed by a parent or guardian.
5. Mail your fees, registrations and release form to:

Laura Berthelsen
St. Paul Civic Center
PO Box 64
St. Paul, NE 68873

OR drop off the paperwork at the City Office, 704 6th Street, during regular business hours.

6. If you have any questions, call Laura Berthelsen at 308-754-2010, or the instructor of the class.
7. **Grades indicated are for the 2016-2017 school year.**
8. Additional registration forms are available at the City Offices, St. Paul Public Library, Brehm Drug, St. Paul Civic Center, or by contacting Laura Berthelsen.
9. You may list several activities on one registration form. Families may list all children and their classes on one form.
10. **Class size: 5 students minimum.** If less than 5 students register for a class, you will be notified that the class has been cancelled. **Please note that some classes also have a maximum number of students.** The classes will be filled on a first come, first served basis of completed registrations (registration form / payment / signed waiver form).
11. Unless approved in advance, only those registered for the class may attend the class.