

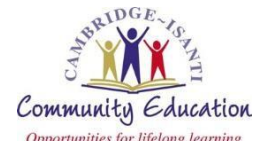
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# Adventure Center Handbook

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2016-2017 School Year

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Welcome to the Adventure Center!

Adventure Center Child Care Programs are offered through Cambridge-Isanti Schools Community Education. Our preschool programs are located in the Isanti Primary and Cambridge Intermediate schools, and offer year round full day care for children 3-5 years old. Our school Age Programs are located in the Cambridge Primary and Isanti Primary schools, and offer before and after school care as well as non-school and summer full day care for children in Kindergarten through 5<sup>th</sup> grade. Our partnerships with Early Childhood Preschool and Youth Enrichment Programs create innovative participation options for children in all programs.

We look forward to partnering with you in your child's care to create a safe, quality, fun, and rewarding experience for all.

Pat Bourke  
Adventure Center Coordinator  
763-689-6180  
[pbourke@c-ischools.org](mailto:pbourke@c-ischools.org)

## **Program Basics & Information**

### **Mission**

Cambridge-Isanti Schools Adventure Center will provide a safe, caring environment for children to learn and thrive.

### **Purpose**

The purpose of Adventure Center is to provide child care programming which creates nurturing relationships, offers meaningful learning opportunities, and a safe atmosphere for children. The Adventure Center Preschool, summer, and non-school day child care program is available for all families. The Adventure Center before and after school program is available for children who attend Cambridge-Isanti Schools.

### **Program Locations**

Our programs are held at the Cambridge Primary/Intermediate School and the Isanti Primary School.

### **Sign-In and Sign-Out**

Parents or authorized persons are required to enter the classroom and sign in and out of the program. Communication is an essential part of successful enrollment in the program. Daily contact between parents and staff provides opportunity to discuss schedule changes, ask questions, and discuss your child's experience at our program.

### **Authorized Pick-Ups**

Children will only be released to authorized persons. All changes to the list of authorized persons must be in writing. Any authorized person who is picking up the child from our program will be checked for proper photo identification.

### **Dress**

Please make sure that your child is dressed respectfully and appropriately. Outside time is an important part of our program. Remember that temperatures in the school may be a little different from those in your own home. Please send the appropriate attire with your child. This may include, but is not limited to: coats, hats, mittens, snow pants, boots, sweatshirts and closed-toe shoes. Be sure to label all personal belongings.

### **Personal Belongings**

Our program does not allow any toys from home. This includes cell phones and personal listening devices. Please label all personal blankets and pillows brought to the program. Adventure Center is not responsible for any lost or stolen items.

### **Restroom Guidelines**

All children in attendance at Adventure Center must be toilet trained. We provide regular opportunities during the day for children to use the restroom. Children must be able to request to use the restroom as needed.

**Special Needs**

Each child brings their own uniqueness to the program. Information regarding a student's needs will not prohibit a child's enrollment unless it is determined that the child's presence would pose a direct threat to the health or safety of others or require a fundamental alteration of the program.

We will consider the application of any child enrolled in the Cambridge-Isanti Schools. If your child will receive services through Special Education, or has a behavior plan developed, please contact the Coordinator. We will work with the family, appropriate school staff and other professionals involved with the child to do an individualized assessment regarding the child's participation at Adventure Center. This meeting will determine if Adventure Center is an appropriate and safe setting for the child to succeed. If it is determined that placement is safe, appropriate and successful, a plan will be developed for the appropriate level of support. The child's start date may be delayed due to the hiring of additional staff with the skills necessary to meet the child's needs.

**Absent Child**

It is the responsibility of the parent/guardian to notify the staff if their scheduled child will be absent or late for any reason. Please leave a voicemail or an email for the staff at the appropriate site. Our contacts are listed in the back of the handbook. Our voicemail and email is available 24 hours a day. Please contact the site number directly as the staff does not have access to the Community Education office voicemail system.

## Medical and Emergency Information

### Emergency Contacts

Each child is required to have at least two emergency contacts on file. Emergency contacts are very important. Update information in writing (email, fax, or note) as information changes.

### Medical Emergency

If medical emergency exists, Adventure Center staff will attempt to contact parents/guardians. If warranted, students will be taken to the nearest hospital while parents/guardians are being contacted.

### Medical Conditions

Criteria to determine if a child should stay home or be sent home from Adventure Center:

- Fever of 100 degrees F or higher
- Vomiting
- Diarrhea
- Inflamed or crusty eyes
- Head lice
- Inability to participate due to impairment

Please note: A child must be fever and symptom free for 24 hours to attend Adventure Center.

### Medications

Adventure Center is only permitted to dispense prescribed medication in an appropriately marked container from a pharmacy. Over the counter medication must be in the original container with age appropriate directions. All medications must be have a completed Medication Permission Form from the parent.

### Concussions

Head injuries can be a very serious matter. For more information on concussion management please go to [www.cdc.gov](http://www.cdc.gov)

### Emergencies

The safety of the children is our first concern. In the event of an emergency, we will contact the Community Education office after the **situation is under control and everyone is out of harm's way**. The main number for Community Education is 763-689-6180.

### Emergency Drills

The children will participate in safety drills throughout the year (five fire, one tornado, and five lockdown). Cards with emergency evacuation procedures are posted in each classroom.

## **Registration and Financial Information**

### **Application Procedure**

Applications for enrollment are taken in the order in which they are received. Once the program is full, a waiting list will be put in place. Completed applications, child immunization list, registration fee, and first week's payment are due one week before starting the program.

### **Payments**

Payments are due by Friday of the week before. Payment can be made by check, cash, or online with a credit or debit card. Make checks payable to: **Adventure Center**.

Online fee payments are the preferred method of payment. There will be an additional \$1.00 fee to use this service.

[www.c-ischools.org](http://www.c-ischools.org) → Fee Payments → Adventure Center → Choose Preschool or School Age → Fill in your payment information.

### **Vacation/Sick Days**

Adventure Center does not offer vacation or sick days. You will be charged for your scheduled days regardless of attendance.

### **Schedule Change**

You can change your schedule commitment for a short term by completing a schedule change form and submitting it by Friday of the week before to the site or the office. Payments for days added to your schedule once the week has begun, are due by Friday of that week.

### **Late Fee**

Adventure Center charges a \$30.00 late fee each week that your child care tuition is not paid in full by 6:30 p.m. on Friday of the week before. Enrollment in our program will be suspended if your account becomes two weeks behind. Enrollment will be terminated and your account will be sent for collection if your account becomes three weeks behind in payment.

### **Returned Checks**

Checks that are returned for non-payment will be sent directly to Advantage Collections Professionals. There will be a \$30.00 returned check fee. At that point, Cambridge-Isanti Schools will no longer be involved in the process.

### **Late Pick-Up Fee**

Please remember that our program closes at 6:30 p.m. There will be a \$1.00 fee per minute/per child for each minute increment of time after 6:30 p.m. until the child is picked up. Late pick-up fees must be paid with the following week's tuition.

### **Withdrawal from the Program**

A two-week or ten business day written notice is required when a child is being withdrawn from the program. This two-week notice will begin on the day we receive your written notice.

### **Federal Tax ID#**

We will provide receipts upon request for child care reimbursement accounts. We will provide each family with a tax statement by January 31<sup>st</sup>. When filling out tax forms use the following

**Tax ID Number: 41-6008812**

Revised: 4/7/16

## Guidelines

### **Inclement Weather**

Please respect the fact that our program closes at 6:30 p.m. If the roads are in poor condition and you feel you are going to be late, please make other arrangements for your child to be picked up.

### **Two Hours Late**

**School Age:** If school is called two hours late, before 6:00 a.m., the program will not be open for before school care.

**Preschool:** If school is called two hours late, before 6:00 a.m., the program will open for care at 10:00 a.m., unless school is then closed for the day.

### **Closing Early**

**School Age:** If school is closed early for the day, the program will not be open for after school care.

**Preschool:** If school is closed early for the day, staff will call parents and encourage early pick up from the program by parents or emergency contacts.

### **School Canceled**

If school is canceled for the day before 6:00 a.m., all programs will be closed.

**School Age:** If school is canceled for the day after 6:00 a.m., staff will call parents to pick up their child for the day.

**Preschool:** If school is canceled for the day after 6:00 a.m., staff will call parents to pick up their child for the day.

### **Program Closing Dates**

Adventure Center follows the Cambridge-Isanti Schools traditional year calendar. We will be closed all days the school buildings are closed. We will be open non-school days as scheduled in the handbook. There is no charge for days that our program is closed.



## ***Adventure Center non-school day schedule***

September 5, 2016	Labor Day	Closed
September 30, 2016	Teacher In-service day	Open
October 20, 2016	Professional Conventions	Open
October 21, 2016	Professional Conventions	Open
November 24, 2016	Thanksgiving Holiday	Closed
November 25, 2016	Thanksgiving Holiday	Closed
December 2, 2016	In-service day	Open
December 23-January 2	Winter Break	
December 23, 2016		Closed
December 26, 2016		Closed
December 27, 2016		Open
December 28, 2016		Open
December 29, 2016		Open
December 30, 2016		Closed
January 2, 2017		Closed
January 16, 2017	Martin Luther King Day	Open
January 17, 2017	Teacher Professional Development day	Open
February 17, 2017	Teacher In-service day	Open
February 20, 2017	President's Holiday	Closed
March 10, 2017	Teacher In-service day	Open
March 13-17, 2017	Spring Break	
March 13, 2017		Open
March 14, 2017		Open
March 15, 2017		Open
March 16, 2017		Open
March 17, 2017		Open
April 14, 2017	Buildings closed	Closed
April 17, 2017	Teacher Professional Development day	Open
May 29, 2017	Memorial Day	Closed

Adventure Center does not charge for days that we are closed.

## Preschool Information

Our Preschool Program is open to children ages 3-5 years who are not yet in Kindergarten.

### Preschool Programming Hours

The hours of operation are 6:00 a.m. to 6:30 p.m. at the Isanti Preschool.

The hours of operation are 6:15 a.m. to 6:30 p.m. at the Cambridge Preschool.

### Meals

Children may bring a cold breakfast & cold lunch from home, or use the Cambridge-Isanti Schools Food Service Program when school is in session. This is a prepaid program. You can find more information regarding food service prices or free and reduced programs and menus at the following link: [www.c-ischools.org](http://www.c-ischools.org) → Food Service

When bringing breakfast and/or lunch from home, please keep in mind the importance of healthy meals and eating habits. Due to limited refrigerator space, include an ice pack as needed.

### Snacks

Adventure Center provides a morning and afternoon snack each day. These snacks are served at approximately 9:15 a.m. and 3:30 p.m. Children are allowed to bring a treat to share for special occasions. Please take child allergies into consideration when choosing a treat to share. These treats must be prepackaged and purchased at a store.

### Additional Clothing

Preschool children are asked to always have an extra set of clothing (shirt, pants, shorts, underwear, and socks) in their cubby at all times. Be sure to label all personal belongings.

### Naps

Adventure Center will require a quiet time where preschool children will be required to rest quietly on their cots for a minimum of 30 minutes. After 30 minutes, children who are not sleeping will be allowed to participate in quiet activities until naptime is complete. Children who are still asleep after 2 hours of napping will be woken up. Adventure Center will make every attempt to honor naptime requests or concerns within reason. Each child will be provided a cot for naptime. A small pillow & blanket should be labeled and provided from home. *Pillows and blankets are required to go home each week to be washed.*

## School Age Information

School age care is available for Cambridge-Isanti students who are in Kindergarten through 5<sup>th</sup> grade.

### **AM School Age Programming Hours**

The hours of operation are from 6:15 a.m. to the start of the school day at the Cambridge site. The hours of operation are from 6:00 a.m. to the start of the school day at the Isanti site.

Before school care is currently being provided in the preschool classrooms.

### **PM School Age Programming Hours**

The hours of operation are from approximately 3:00 p.m. when school is dismissed for the day until 6:30 p.m.

### **Non-School Days**

Our non-school day and summer program runs from 6:00 a.m. through 6:30 p.m. Please note that due to lower enrollment, non-school day care will only be held at the Cambridge Primary school.

### **Finder's Fee-School age-school days only**

Parents are required to call or email the site if their child will not be attending as scheduled. We verify that your child arrives after school as scheduled. If your child does not arrive on a scheduled day and you have not communicated that your child is canceled for the day, we will use all of our resources to locate him/her to ensure his/her safety. If he/she is not there due to a failure to call, a finder's fee of \$20.00 will be charged to your account per occurrence. Remember to call your child's program site to avoid this charge.

### **Summer Care**

Adventure Center is very active during the summer program. We participate in various walking and bus field trips. Please send appropriate attire with your child. Our program suggests tennis shoes. They are easier and safer for children to play in and participate in program activities. We recommend a change of clothes.

Provide the following items daily:

- A backpack or beach bag (not a plastic bag)
- Comfortable shoes
- Water bottle
- Sunscreen of 15 SPF or greater (parents need to provide)
- Sunglasses, if desired
- Insect repellent, if desired

Water activity days:

Appropriate swim wear and a towel on water activity days

Be sure to take home wet items and wash daily

**Field trip T-shirt**

Each child will receive one T-shirt to wear on field trip days. These shirts must be labeled and left on site. They will be laundered each week by staff.

**Field Trip Arrival and Attendance**

Please note that we are not able to wait for late arrivals on field trip days. It is important that your child be on site by 8:30 a.m. so they do not miss the field trip. All scheduled children will attend field trips. There will not be care on site on these days. You will be charged regardless of attendance.

**Meals**

Adventure Center does not provide breakfast during the school year. Breakfast is available through the Cambridge-Isanti Food Service program. This is a prepaid program. You can find more information regarding food service prices or free and reduced programs and menus at the following link: [www.c-ischools.org](http://www.c-ischools.org) → Food Service

During Summer Care, the school age program will have cereal and juice available at no cost. Breakfast will be offered until 8:15 a.m.

On non-school days parents are required to send a cold lunch from home. Due to limited refrigerator space, include an ice pack as needed.

**Snacks**

Adventure Center provides a morning and afternoon snack each day. These snacks are served at approximately 9:15 a.m. and 3:30 p.m. We will allow your child to eat a parent provided snack at 5:00 p.m. Children are allowed to bring a treat to share for special occasions. Please take child allergies into consideration when choosing a treat to share. These treats must be prepackaged and purchased at a store.

# Behavior Guidelines

Adventure Center strives to maintain a positive approach to managing children's behavior at all times. Staff members establish and enforce clear and consistent limits and expectations for appropriate behavior. Staff members deal with inappropriate behavior through various techniques including: Modeling, distraction and redirection, adjusting the environment, cooperative problem solving, and removal from the activity/area as a last resort.

When positive behavior is displayed, the reward is participation and enjoyment of planned activities.

In cases of negative or inappropriate behavior, the following process will be employed:

## **Reasoning:**

Every effort will be made to help the child understand the inappropriateness of his/her actions and agree to an alternate form of behavior.

When the conflict is child-to-child, every effort will be made to have them reason together face-to-face with staff facilitating.

## **Redirection:**

When reasoning has been pursued and behavior has not changed, redirecting the child from the activity involved to another program space for an appropriate amount of time will take place if necessary.

## **Staff Member Conference:**

When the program staff is not successful in correcting behavior, the Coordinator is consulted and may decide on further appropriate action/consequences.

## **Conferences:**

If the parent needs to be formally involved in the process, specific changes in behavior will be requested, with specific consequences for noncompliance outlined. This is usually accomplished through the use of a Behavior Contract.

## **Behavior Contract:**

A behavior contract is used for a child who, after much effort and numerous attempts, has not been able to modify their behavior. Goals are stated in positive ways to help the child understand the desired behavior. The timelines are fair and realistic.

## **Suspension for Inappropriate Behavior:**

In order to provide a safe, effective program suspension may occur for children unable to follow the Behavioral Guidelines. The coordinator determines the length of suspension.

## **Removal from the Program:**

If the above process has not resulted in corrected behavior, the child will be removed from the program. We reserve the right to bypass the above behavior steps at any time and remove a child from our care for reasons of safety. If a parent is called to pick up a child for behavior, the child must be picked up within one hour.

Revised: 4/7/16

**To encourage positive choices our staff will:**

- Protect the safety of the children and staff by establishing clear expectations and creating a safe environment.
- Provide immediate and directly related consequences for a child's unacceptable behavior.
- Anticipate situations and intervene by encouraging positive alternatives when possible.
- Engage children in cooperative problem-solving.
- Model appropriate behaviors with children.
- Tailor behavior expectation to the child's development level.

**Runaway Policy:**

If a child leaves the designated School Age area without permission from the team members or refuses to leave when the rest of the group leaves an area, the following procedures will be followed:

**Situation A:**

A team member will alert the rest of the team members and will look for the child and bring the child back to the area. Parent will be notified and asked to pick up the child immediately. A meeting will be arranged between the parent, child and site lead /coordinator before the child may return to the program. The event will be documented.

If the behavior is repeated, staff will repeat the above process and the child will be removed from the program.

**Situation B:**

If team members are unable to locate the child, the following procedures will be followed:

Police will be notified. Parent will be notified and asked to aid in the search for the child. When the child is found, the parent will be asked to take the child home. The child may no longer be permitted to attend the program.

## **Cambridge-Isanti Schools Information**

### **Bullying Prohibition Policy**

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent and disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. The school district follows this policy to assist in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior. The full policy is available for review in the school principal's office.

### **Chemical Use Policy**

Minnesota schools are drug-free zones. Recent laws are tough on anyone caught selling or possessing illegal drugs within one city block or 300 feet of any Minnesota school or school bus carrying students.

### **Employment and Service Criminal History Background Checks**

Notice to Parents and Guardians

The school district has adopted a policy, the purpose of which is to promote the physical, social and psychological well-being of its students. Pursuant to this policy, the school district shall seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also shall seek criminal history background checks for all individuals who are offered the opportunity to provide child care, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees. This also includes Adventure Center staff.

### **Policy with Respect to Religious, Racial and Sexual Harassment and Violence**

It is the policy of Independent School District No. 911 to maintain a learning and working environment that is free from religious, racial or sexual harassment, and violence. It shall be a violation of this policy for any pupil, teacher, administrator, or other school personnel of Independent School District No. 911 to harass a pupil, teacher, administrator, other school personnel through conduct or communication of a sexual nature, or regarding religious or race as defined by this policy. It shall be a violation of this policy for any pupil, teacher, administrator, or other school personnel of Independent School District No. 911 to inflict, threaten to inflict or attempt to inflict religious, racial, or sexual violence upon any pupil, teacher, administrator, or other school personnel. The school district will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial, sexual harassment, or violence and to discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated this policy.

Any person who believes he or she has been the victim of religious, racial, or sexual harassment or violence by a pupil, teacher, administrator, or other school personnel of the school district, or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment towards a pupil, teacher, administrator, or other school personnel should report the alleged act immediately to his or her immediate supervisor, or building principal.

The school district encourages the reporting party or complainant to use the report form available from the principal of each building or the school district office, but oral reports shall be considered complaints as well. Submission of a good faith complaint or report of religious, racial, or sexual harassment, or violence will not affect the complainant's future employment, grades, or work assignments.

The school district will respect the confidentiality of the complainant, individual(s) against whom the complaint is filed, and the witnesses as much as possible; consistent with the school district's legal obligations and the necessity to investigate, take appropriate action, and conform with any discovery or disclosure obligations.

The complete text of the Religious, Racial and Sexual Harassment and Violence Policy is available in each building principal's office and the district office.

### **Student Confidentiality**

It is the policy of this school district to protect the privacy rights of students and keep confidential any matters that encroach on these rights. At times it is necessary to involve police, social services, probation, or other public agencies regarding the welfare of students. District staff will take appropriate measures to ensure that the confidentiality of students is maintained during these contacts.

### **Weapons (Use/Possession of)**

Minnesota schools are weapon-free zones. Recent laws are tough on anyone caught with a dangerous weapon within one city block or 300 feet of any Minnesota school or school bus carrying students. Students are forbidden to knowingly and voluntarily possess, handle, transmit or use any instrument in school or on grounds that is ordinarily or generally considered a weapon. Any object which could be used to injure another person and which has no school-related purpose for being in school or on school grounds will be considered a weapon for the purposes of this policy. The following are examples of instruments ordinarily or generally considered weapons: Knives, guns, lead pipes, chains, chuck sticks, throwing stars, darts, metal knuckles, blackjacks, unauthorized tools, explosives, or other chemicals and "look-a-likes." Violation of this policy may be cause for suspension or expulsion from school in accordance with laws concerning weapons. Students who have been found guilty on a weapons charge that occurred outside the schools may be subject to expulsion proceedings.



## **Hazing Policy**

Hazing is prohibited at all times. Students may not participate with each other or with staff to plan, direct, encourage, aid, or engage in hazing. The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. “Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose.

## **Disability Nondiscrimination**

The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973, need special services, accommodations, or programs in order that such learners may receive a free appropriate public education.

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the school district’s policies against contraband.

## **Student Search**

### **A. Lockers and Personal Possessions within a Locker.**

Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student’s personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by policy or school officials.

### **B. Desks.**

School desks are the property of the school district. At no times does the school district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

## **Zero Tolerance**

The school district shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

**Cambridge-Isanti School Policies can be found online at our district website:**

[www.c-ischools.org](http://www.c-ischools.org)

## Adventure Center Contact Information

### Adventure Center - Cambridge

School Age Child Care  
Site Lead: Kellie  
Program Location: CPS Cafeteria  
Site Number: 763-691-6540  
[ACSchoolAge-Cambridge@c-ischools.org](mailto:ACSchoolAge-Cambridge@c-ischools.org)

Preschool Childcare  
Site Lead: Mandy  
Program Location: CIS Room 105  
Site Number: 763-691-6624  
[ACPreschool-Cambirdge@c-ischools.org](mailto:ACPreschool-Cambirdge@c-ischools.org)

### Adventure Center - Isanti

School Age Child Care  
Site Lead: David  
Program Location: IPS Cafeteria  
Site Number: 763-691-8739  
[ACSchoolAge-Isanti@c-ischools.org](mailto:ACSchoolAge-Isanti@c-ischools.org)

Preschool Child Care  
Site Lead: Nicole  
Program Location: IPS Room 124  
Site Number: 763-691-8754  
[ACPreschool-Isanti@c-ischools.org](mailto:ACPreschool-Isanti@c-ischools.org)

\*\*\*\*\*Absences\*\*\*\*\*

**Report all absences and immediate concerns to the appropriate site number listed above.**

**Please leave a message.**

**We will return messages as soon as possible.**

Pat Bourke, Coordinator, 763-689-6180

Fax: 763-689-6239

[pbourke@c-ischools.org](mailto:pbourke@c-ischools.org)

Do not leave absence or attendance information on this voicemail.

Adventure Center staff do not have access to this line.

Dave Maurer, Director, 763-689-6220

Community Education Main Office, 763-689-6189

[dmaurer@c-ischools.org](mailto:dmaurer@c-ischools.org)