



Dear ALA West Foothills Families,

Welcome to Innovation Learning! My name is Monica Polanco, and I am the Area Director over the Innovation Learning Programs here at ALA West Foothills. I wanted to make sure you had this informational letter to help you navigate our program.

### **Pick-Up/Drop-Off**

Park in the parking lot of the elementary side. At the main entrance there will be a phone number **720-980-4917** please call and the site coordinator will open the door for you. Classroom is the first one on the left. We may also be on the playground on the left-hand side of the building.

### **Signing in and Out**

Please be sure to have your PIN handy when dropping off or picking up. We will ask for you to enter your PIN to check your child(ren) in/out. You will also be asked to sign your child(ren) in/out our book. Be sure to always have a photo ID ready when you pick up your child(ren) to ensure a smooth check-out process (particularly while staff are learning your faces). If you aren't sure what your PIN is, we will be happy to look it up for you.

### **Authorized Individuals to Pick-Up your student:**

For the safety of your student – we will only release them to either you or someone that you have authorized as a backup pick up. We have their name on file and that individual will need to present proper identification – see additional hand-out for further detail

### **Communication**

You will receive regular emails from the Site through our system to all parents. These emails are very important reminders and information. Because of this, please be sure to keep us informed of your current email address.

### **Strict No-Cell Phone Policy**

For the safety of your students – we do not allow the use of any type of personal electronic device. All electronics are to remain in the students' backpacks until they are released from programs. Parents – please contact your Site Coordinators for any concerns about your student.

**Innovation Learning**  
**7332 S Alton Way, Unit 13D Centennial, CO 80112**  
**1.866.239.3661 • <https://innovationlearning.com>**



## Site Contacts:

Site Coordinator: Emily Richardson

Site Email:

[alawestfoothills@innovationlearning.com](mailto:alawestfoothills@innovationlearning.com)

Site Phone: (720) 980 - 4917

Area Director: Monica Polanco

Email:

[mpolanco@innovationlearning.com](mailto:mpolanco@innovationlearning.com)

Phone: (602) 377-1452

**For all questions regarding payment, finances, and or registration should be directed towards our Customer Service team:**

Email – [info@innovationlearning.com](mailto:info@innovationlearning.com)

Phone – 866-239-3661

Thank you,

The Innovations Learning Team