



Dear St. Theresa Families,

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

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

You will pick up and drop off your child(ren) at the main entrance of the school at 5001 E. Thomas Rd. Phoenix, AZ 85018. Call the site phone (720) 597-5332 and someone will assist you!

### **Signing in and Out**

Please be sure to have your PIN handy when dropping off or picking up. We will ask for your PIN verbally to reduce touchpoints. 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 on pick-up once you've provided photo identification.

### **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.

### **Sunscreen**

We will be enjoying plenty of time outside during the warmer months both Fall & Spring. It is recommended that your child bring sunscreen labeled with their name.



## **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.

## **Site Contacts:**

Site Coordinator: Danielle Embry-Clark  
Site Phone: (720) 597-5332  
Site Email: [sttheresacatholic@innovationlearning.com](mailto:sttheresacatholic@innovationlearning.com)

Area Director: Monica Polanco  
Phone: (602) 377-1452  
Email: [mpolanco@innovationlearning.com](mailto:mpolanco@innovationlearning.com)

## **Customer Service:**

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

I hope this information helps make your first days with Innovation Learning go smoothly. Again, welcome to the program! We are excited to have your students join our programs!

Thank you,  
The Innovation Learning Team