



BROMLEY EAST CHARTER SCHOOL

Dear Innovation Learning Family,

Welcome to Innovation Learning! We are excited to have your children join us! Everything you need to know is listed here to help make your first few days with us run smoothly.

IMPORTANT CONTACTS :

Site Coordinator: Dr. William Mouat Email: bromleyeast@innovationlearning.com Phone: (303) 710 - 2291
Area Director: Kat Novotny Email: knovotny@innovationlearning.com Phone: (562) 712-4879. For all questions regarding billing and registration, please contact customer service: Email: info@innovationlearning.com • Phone: 1-866-239-3661.
Bromley East Site Address: 356 Longspur Dr, Brighton, CO 80601

Pick-Up/Drop-Off

You will pick-up and drop-off your child(ren) in the school cafeteria. Call the site phone number listed above and someone will answer or come out to 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 when you arrive to pick up your child(ren). You can find your PIN in your email inbox after registering on EZ Child Track. All adults picking up from program must have a government-issued photo ID with them every day. Be sure to always have a photo ID when you pick up your child(ren) to ensure a smooth check-out process. If you do not know your PIN, we will look it up for you on pick-up once you've provided photo identification.

Authorized Individuals for Pick-Up

For the safety of your student – we will only release them to either you or someone that you have authorized as a back-up pick up person. We must have their name on file and that individual will need to present proper identification.

Communications

You will receive regular emails from the site through our system to all parents. These emails contain important reminders and information. Please keep us informed of your current email address.

Outside Activities

Per licensing rules, we will not be engaging in outdoor activities, such as fun fitness, when it is over 100 degrees or under 32 degrees. Though we may not be outside, please ensure your child has a water bottle to stay hydrated.

Strict No-Cell Phone Policy

For the safety of your students – we do not allow the use of any type of personal electronic devices. All electronics are to remain in the students backpack until they are released from programs.

Parents – please contact your Site Coordinators for any concerns about your student.