



## EAGLE HEIGHTS

Dear Innovation Learning Family,

Welcome to Innovation Learning! My name is Jason Gilbertson, and I am the Area Director of all of Smithville's Innovation Learning Programs. I wanted to send you this letter to help you start off on the right foot with our program. Please read all the information and let me know if you have any questions. I can be reached via my email at [jgilbertson@innovationlearning.com](mailto:jgilbertson@innovationlearning.com) or via phone at 816-532-5949 (this number forwards all voicemails to my cell phone as well, so I can be reached even if I am not at my desk! Be sure to leave a voicemail, though.) I can also be reached on 816-825-6166.

### Getting into the Program

At Eagle Heights we host our program out of the cafeteria. To find us, please park in the north parking lot at the back of the building. This parking lot is accessed from F Hwy, not 188th Street and is where buses usually pick up and drop off. Once parked, look for the glass double doors located in the center of the building. That will take you directly into the cafeteria. The first set of doors is unlocked during program hours, but the second set stays locked for safety reasons. We will open those doors for your child when you come in.

### Signing in and Out

Please be sure to have your PIN number handy when dropping off or picking up. There will be a Parent Area with an iPad for you to punch in that PIN number. Once you put it in, press the green check mark. The next screen will show an icon for each child. To check in or out, please tap on the child you are dropping off or picking up and then hit "Check In/Out". It will then give you a message stating if your process is successful, and you will just need to click "Okay" on that final page. This Parent Area is also where you will find out more information about the staff at your site, the lessons that are planned, any upcoming announcements or information, and where you can leave us a note about any changes in your child's schedule, etc.

Do not share your PIN please! Instead, please be sure anyone who is authorized to pick up has their own PIN. This is their legal signature that is required at drop off and pick up. To help you make sure you have all authorized people on your pickup list with their PIN numbers, I have attached a detail step by step on how to set this up.

### Additional Requirements - MO Licensing Paperwork

Our programs in MO are licensed by the state and therefore require additional paperwork above what you completed online for the program. I have attached the required forms to this email. Please be sure to fill out each form completely with no blanks. If a question does not apply to your child, please write in "N/A" as the state will not accept it with blanks. You may notice that some of these questions are the same as what you filled out online. We understand and apologize for the redundancy, but the state is extremely strict about wanting it filled out again even if it is on our enrollment form. Once these forms are complete, you are more than welcome to bring them to our program and hand them to any staff on site or scan and email them directly back to me. We do need these forms ASAP (ideally by your first day, mandatory by the end of the first week).

**Innovation Learning**  
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### **Keeping Up with You**

From time to time, I will send out emails through our system to all parents. These emails are important reminders and information. Because of this, please be sure to keep us informed of your current email address.

You are also invited to be a part of our Go2s App. This group page will be where we post images and videos of what we are doing from time to time as well as updates and reminders. Please look for a separate invite to be a part of this app.

### **Contacts**

Finally, you might want to be able to contact our program.

Here is their contact information: Eagle Heights

Site Coordinator – Mariah Guerreo

Site Phone – 816-873-3620

Email - eagleheights@innovationlearning.com (Checked once a day by the Site Coordinator)

I hope this information helps make your first days with Innovation Learning go smoothly. Again, welcome to the program! We cannot wait to include your family in our program.