



## **Global Village Academy – Douglas**

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: Cody Klinkhamer Email: [Globalvillageparker@innovationlearning.com](mailto:Globalvillageparker@innovationlearning.com) Phone: 720-597-5349 Area Director: Joe Kahn Email: [jkahn@innovationlearning.com](mailto:jkahn@innovationlearning.com) Phone: 402-578-2042 For all questions regarding billing and registration, please contact customer service: Email: [info@innovationlearning.com](mailto:info@innovationlearning.com) • Phone: 1-866-239-3661 Global Village Academy- Douglas Site Address: 18451 Ponderosa Dr. Parker CO 80134

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

You will pick-up and drop-off your child(ren) at the cafeteria doors. Call the site phone number listed above and someone will 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 verbally to reduce touch points. Be sure to always have a photo ID ready 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 very important reminders and information. Because of this, please be sure to 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 100 degrees or more. 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.

**Innovation Learning**  
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