



Dear Dean Rusk Families,

Welcome to Innovation Learning! My name is Tanya McAllister-Knight, and I am the Area Director over the Innovation Learning Programs here at Dean Rusk Early Learning Center. I wanted to make sure you had this informational letter to help you navigate our program.

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

You will pick-up and drop-off your child(ren) at the main entrance of the school at 433 Peoples St. SW. Atlanta, GA. 30310. Walk your child up to the entrance; our staff members will meet you at the cafeteria door to check in.

### **PIN**

You will find your PIN by logging into your EZTRACK account. Click **HOME** at the top of the page. You will see Parent/Guardians listed as well as Authorized Pick Ups. Anyone that will be picking up or dropping off should have a PIN. **Add Authorized Pick Up** by clicking on the '+' icon. To view each person's PIN, click on the **computer icon** next to the name. If you have trouble generating your PIN, your site coordinator or I can do so.

### **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 (particularly while staff are learning your faces). If you are not sure what your PIN is, we will be happy to look it up for you on pick-up once you have provided photo identification.

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

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

### **Site Communication**

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

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



### **Change of Clothes**

Please bring a change of clothes and label it "Afterschool Only."

### **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.

### **Site Contacts:**

**Site Coordinator:** Taesha Conley

Site Email: [deanrusk@innovationlearning.com](mailto:deanrusk@innovationlearning.com) Site Phone: 720-788-8345

**Area Director:** Tanya McAllister

Email: [tmcallisterknight@innovationlearning.com](mailto:tmcallisterknight@innovationlearning.com) Phone: 720-788-8417

**Regional Director:** Kristin Jones

Email: [kjones@innovationlearning.com](mailto:kjones@innovationlearning.com) Phone: 904- 610-9848

### **Customer Service Team:**

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 program!

Thank you,  
The Innovations Learning Team

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