



Dear Diamond Lake School Family,

Welcome to Innovation Learning! My name is Lisa Hansen, and I am the Area Director over the Innovation Learning Program here at Diamond Lake School. 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 (25807 N. Diamond Lake Rd. Mundelein, IL. 60060). Call the site phone 1-720-594-0162 and someone will come right out to assist you! **For safety reasons, walk your child(ren) to the door and sign in when dropping off in the morning.**

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 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 back-up pick up. We have their name on file and that individual will need to present proper identification along with their assigned pin number.

Keeping Up with You

You will receive regular emails from the site through our EZChildTrack 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. **Important: Please use the following link <https://www.go2s.com/group/DiamondLake> and click join to review Diamond Lake's site Go2's. This platform is where we will send out emergency updates for all program closures due to weather conditions, etc. We also post program highlights of what your student is learning during before and after school hours!**

COVID19 Guidelines

Innovation Learning will follow all COVID19 guidelines required by the school district. We appreciate parent support and communicating this to your student.

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



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 devices. All electronics are to remain in the student’s backpack until they are released from programs. Parents – please contact your Site Coordinators for any concerns about your student.

Site Coordinator: Amy Dussmann

Site Email: diamondlake@innovationlearning.com Site Phone: 1-720-594-0162

Site Contacts:

Area Director: Lisa Hansen

Email: lhansen@innovationlearning.com

Phone: 720-731-5664

Regional Director: Elizabeth Sweitzer

Email: esweitzer@innovationlearning.com Phone: 253-777-8181

For all questions regarding payment, finances, and or registration should be directed towards our Customer Service team:

Email – 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 Innovation Learning Team

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