



Dear ALA Mesa Family,

Welcome to Innovation Learning! My name is Monica Polanco, and I am the Area Director over the Innovation Learning Programs here at American Leadership Academy Mesa. 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 front of the school. Please call the site phone (listed below) and someone will come right out to assist you!

4507 S Mountain Rd Mesa AZ 85212 (602) 702-4399

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 touchpoints. 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 backup pick up. We have their name on file and that individual will need to present proper identification.

Emergency Information

Attached you will find an Emergency Information Form. If you have access, please print and fill this out and turn it in to the site coordinator. We will also need a current copy of your child's immunization record. Please turn in these 2 items within 2 weeks of school starting. We are required by law to have both forms in your child's file within our program.

If a medication needs to be given during the time your child will be in our care, we have a Medication Authorization form that both the parent and the child's physician need to sign/fill out. Please request one from the site coordinator if needed.

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



Communication

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

Per licensing rules, we will not take the kids outside to have fun fitness when it is 100 degrees or more. Though we may not be outside, please ensure your child has a water bottle. We want to keep everyone hydrated!

Strict No-Cell Phone Policy

For the safety of your students – we do not allow the use of any type of personal electronic device. All electronics are to remain in the students' backpacks until they are released from programs. Parents – please contact your Site Coordinators for any concerns about your student.

Site Contacts:

Site Coordinator: Tresa Olson

Site Phone: 602.702.4399. Site Email: alamesa@innovationlearning.com

Area Director: Monica Polanco

Phone: 602.377.1452 Email: mpolanco@innovationlearning.com

Customer Service:

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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