



Dear Oak Terrace Elementary Families,

Welcome to Innovation Learning! My name is Merlin Hahn the Area Director over the Innovation Learning Programs here at Oak Terrace. 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 door C4 of the school 240 Prairie Ave Highwood, IL, 60040. Call the site phone **720.557.0973** and someone will come right out to assist you!

Signing in and Out

Please be sure to have your PIN handy when dropping off or picking up. **As a new security measure, we at Innovation Learning are asking that parents physically enter their PIN on one of our devices.** PIN **MUST** correspond to the correct authorized pick-up individual- you may not share your PIN. 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.

PIN

You will find your PIN by logging into your Jumbula 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.

You will find your PIN by logging into your EZ TRACK **EzChild**

Link to parent portal and they can select the state

<https://www.ezchildtrack.com/InnovationLearning/Parent/Default.aspx>

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 – see additional hand-out for further detail

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



Keeping Up with You

You will receive regular emails from the Site through our 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.

Required GO2S Signup!:

Please sign up for our GO2S to receive vital communication such as school cancellations due to inclement weather as well as a glimpse of our daily activities.

Oak Terrace Site LINK PROVIDED <https://www.go2s.com/group/oakterrace>

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 Contacts

Site Coordinator: Abigail Vangine

Site Phone: Call or Text 720.557.0973

Site Email: oakterrace@innovationlearning.com

Area Director: Merlin Hahn

Email: Mhahn@innovationlearning.com Cell /Text 630.640.0467

Snack

A Snack will be provided during afternoon programming. However, selections are limited, so it might be prudent to pack a snack, at least for the first week or so.



Customer Service team

For all questions regarding payment, finances, and or registration should be directed towards our **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 programs!

Thank you,
The Innovations Learning Team