



Dear St. Patrick School Family,

Welcome to Innovation Learning! My name is Lisa Hansen, and I am the Area Director over the Innovation Learning Program here at St. Patrick School. I wanted to make sure you had this informational letter to help you navigate our programs.

**Pick-Up/Drop-Off (K-8<sup>th</sup>)**

You will pick up and drop off your child(ren) at the Dyer Hall entrance located on the West side of the school (in the back of the school by the playground). Please park your car, and walk up the sidewalk to the Dyer Hall entrance. knock on the door or call the site phone 847-623-8446 (X 211) and a staff member will assist you! **For safety reasons, walk your child(ren) to the door and sign in when dropping off in the morning.**

**Pick-Up/Drop-Off (Pre-K)**

You will **pick-up** your child(ren) after school at the Dyer Hall entrance located on the West side of the school (in the back of the school by the playground). When you arrive, park your car, and walk up the sidewalk to the Dyer Hall entrance. knock on the door or call the site phone 847-623-8446 (X 211) and a staff member will assist you!

If your child(ren) attends the before school program from 7:30-8:30am, please **drop-off** your child(ren) at the preschool entrance doors. These doors are located on the south side of the school building next to the school main entrance. When you arrive, park your car, and walk your child(ren) up the sidewalk to the preschool entrance doors. Knock on the door and someone will 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 (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.

**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 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/stpatrick> and click join to review St. Patrick 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!**

### **Early Dismissal Days**

St. Patrick school has early dismissal days throughout the year. If you need care on an early dismissal day, please be sure to register your child(ren) under the early release program. Don't forget to send your child with a lunch and a water bottle.

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

### **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 students backpack until they are released from programs. Parents – please contact your Site Coordinators for any concerns about your student.

### **Site Contacts:**

Site Coordinator: TBA

Site Email: [stpatrick@innovationlearning.com](mailto:stpatrick@innovationlearning.com) Site Phone: 847-623-8446 (X211)

Area Director: Lisa Hansen

Email: [lhansen@innovationlearning.com](mailto:lhansen@innovationlearning.com) Phone: 720-731-5664 Regional Director: Elizabeth Sweitzer

Email: [esweitzer@innovationlearning.com](mailto:esweitzer@innovationlearning.com) Phone: 253-777-8181

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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 Innovation Learning Team

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