



## Welcome to Innovation Learning!

We are excited to have your children join us at Vanguard K-3 and 4-6 Campus location with Calvary Baptist Church. Everything you need to know is listed below to help make your first few days with us run smoothly.

### -----IMPORTANT CONTACTS-----

Site Coordinator: Alexis Thielke  
Email: [vanguard4-6@innovationlearning.com](mailto:vanguard4-6@innovationlearning.com) Site Phone: 720-597-5537

Email: [vanguardk-3@innovationlearning.com](mailto:vanguardk-3@innovationlearning.com)  
Area Director: Stephanie Erickson

Email: [serickson@innovationlearning.com](mailto:serickson@innovationlearning.com) Phone: 719-900-8827

For all questions regarding billing and registration, please contact Customer Service:  
Email: [info@innovationlearning.com](mailto:info@innovationlearning.com) • Phone: 1-866-239-3661

### Pick-Up/Drop-Off

You will drop-off or pick-up your child(ren) at Calvary Baptist Church at 1712 S Corona Ave Colorado Springs CO 80905. Call the site phone number listed above if needed. Innovation Staff walk the students from the church to the school by 7:40 am and pick up the K-3 students at the vanguard Elementary around 3:20 pm. 4-6 Students are picked up at the school by 3:25 pm.

### Signing In and Out

Enter the Calvary Baptist Church on the South side door by the parking lot. Please ring the doorbell and pull/push the door shut securely when entering and exiting.

Please be sure to have your **6-digit innovation PIN number** handy when dropping off or picking up. A computer kiosk will be set up for you to plug in your pin to check in/out the child(ren). Be sure to always have a photo ID ready when you pick up your child(ren) to ensure a smooth check-out process if you are not recognized. If you do not know your Innovation PIN number, you'll be asked to show a photo ID prior to staff looking up the number on your account. CCAP- You'll have a separate personal pin to clock in/out children and approve your times. Do not share with anyone.

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



### Authorized Individuals for Pick-Up

For the safety of your child(ren) – we will only release them to either you or someone that you have authorized as a emergency pick up person. We must have their name on file and that individual will need to present proper identification. Communicate with the site Coordinator through phone or email that you may have an alternative person picking up.

### Communications

You will receive emails from the Site or Area Director through our systems, EZ Child Track and GO2s 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 Activities

Per licensing rules, we will follow the outdoor activity weather guidelines. If weather is above 100 engaging in outdoor activities, such as fun fitness, when it is 100 degrees or above or 30 degrees and below. Though we may not be outside, please ensure your child has a water bottle to stay hydrated and sunscreen if needed.

### 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.