



Dear Imagine Lincoln Family,

Welcome to Innovation Learning! My name is Niafurstia Holmes and I am the Area Director over the Innovation Learning Programs here at Imagine Lincoln. 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 4207 Norcross Street Temple Hills, MD. Call the site phone 202-961-7422 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. 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 – see additional hand-out for further detail
- **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.
- **Water bottles**
We will be enjoying plenty of time outside during the warmer months both Fall & Spring; it is recommended that your child bring a water bottle 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: Crystal Edmonds	Area Director: Niafurstia Holmes
Site Email: imaginelincoln@innovationlearning.com	Email: nholmes@innovationlearning.com
Site Phone: 202-961-7422	Phone: 720-597-5184

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 programs!

Thank you,
The Innovation Learning Team