



Dear West Mercer Elementary Family,

Welcome to Innovation Learning! My name is Jacob Slade and I am the Area Director for the Innovation Learning Program here on Mercer Island. I wanted to make sure you had this informational letter to help you navigate our Programs.

We are introducing a new registration platform to our families called EZChildTrack, a robust software program designed to ease the registration process. ALL families are considered a “new” family as the accounts are being created. More information can be found here:

<https://www.ezchildtrack.com/innovationlearning/parent>

Don't forget to contact our customer service team to determine if you qualify for one of our discount programs. Our team of professionals is here to help support you every step of the way and make this the most seamless process imaginable.

### **Pick-Up/Drop-Off**

You will pick-up and drop-off your child(ren) in the portable unit next to the field at the back of the school; 4141 81st Ave SE, Mercer Island, WA, 98040. Call the site phone 720-661-7991 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. I am attaching another document that will assist you in registering your child and accessing your PIN.

### **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

### **Medication**

If your child has any medication and/or allergies that we should be aware of, please notify the Site Coordinator or Area Director when you register in order for us to make sure we can support your child. We are a nut free classroom in accordance with the guideline set forth by the Mercer Island School District.

### **Snacks**

We will provide a snack in the morning and a snack in the afternoon. If your child has specific food requirements, please pack an extra snack for your child that they can have during our program.

**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.

### **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.

### **Contacts**

Site Coordinator: Madeleine Boulton

Site Email: [westmercer@innovationlearning.com](mailto:westmercer@innovationlearning.com)

Site Phone: 720-661-7991

Area Director: Jacob Slade

Email: [jslade@innovationlearning.com](mailto:jslade@innovationlearning.com)

Phone: 928-600-8210

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) \*\*This is the fastest way to get in touch with our team

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