



Dear Gavin School Family,

Welcome to Innovation Learning! My name is Lisa Hansen, and I am the Area Director over the Innovation Learning Program here at Gavin School. 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 (36414 N. Ridge Avenue, Ingleside, IL. 60041). Call the site phone 1-720-666-4761 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 along with their assigned pin number.

### **Early Dismissal Days**

Gavin school district has an early dismissal day once a month. If you need care on an early dismissal day, be sure to register your child(ren) under the early dismissal program. Note, the first and last day of school are early dismissal days. If you need care on these days, please enroll for this day under the early dismissal program. Don't forget to send your student with a lunch and water bottle. An afternoon snack will be provided.

### **COVID19 Guidelines**

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

### **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/Gavin> and click join to review the 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!

### **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:**

<b>Site Coordinator:</b> Gabriela Martinez	<b>Area Director:</b> Lisa Hansen
Site Email: <a href="mailto:gavin@innovationlearning.com">gavin@innovationlearning.com</a>	Email: <a href="mailto:lhansen@innovationlearning.com">lhansen@innovationlearning.com</a>
Site Phone: 1-720-666-4761	Phone: 720-731-5664
<b>Regional Director:</b> Elizabeth Sweitzer	
Email: <a href="mailto:esweitzer@innovationlearning.com">esweitzer@innovationlearning.com</a>	
Phone: 1-253-777-8181	

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 programs!

Thank you,  
The Innovation Learning Team