



Dear Chattahoochee Early Learning Center Families,

Welcome to Innovation Learning! My name is Tameka Edwards, and I am the Area Director of the Innovation Learning Program here at Chattahoochee Early Learning Center. 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) in front of the building.

Signing in and Out

Please be sure to have your 6-digit PIN number handy when dropping off or picking up your students. ****New families** had a PIN list automatically generated and emailed for each adult after the registration application was approved. We will have a computer or iPad for you to check in/out your student each time of attendance. When you enter the program, 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 are not sure what your PIN is, you can find it in your parent portal, but we will be happy to look it up for you on pick-up once you have provided photo identification.

Authorized Individuals to Pick-Up your student

For the safety of your students – 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.

Keeping Up with You

You will receive regular emails from the Site through our EZChildTrack system to all parents. These emails will contain especially important reminders and information. Because of this, please be sure to keep us informed of your current email address. Important: Please use the following [Chattahoochee Go2's](#) link and click join to review Chattahoochee Early Learning Center 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 of both Fall & Spring; it is recommended that your child bring sunscreen labeled with their name.

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



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

Site Contacts

Site Phone Number: 720-788-8383

Site Email: chattahoochee@innovationlearning.com

Assistant Area Director: Anthony Ivory

Contact Information: 678-215-2802 ; aivory@innovationlearning.com

Area Director: Tameka Edwards

Contact Information: 720-788-8417 ; tedwards@innovationlearning.com

For all questions regarding schedule change, billing, and or registration should be directed towards our Customer Service team:

Email: info@innovationlearning.com

Phone: 866-239-3661 (phone hours 8:00 am – 5:00 pm MST)

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