

ILEC

INFINITE LEARNING ENRICHMENT CENTER



 GOLD RATED PROGRAM

 TRANSPORTATION AVAILABLE

 INCLUSIVE LEARNING ENVIRONMENT

 FAMILY RESOURCE CENTER

 ROC MENTAL HEALTH PARTNER

 ASPIRE PROGRAM PARTNER

 HIRAM HOUSE CAMP PARTNER

Redefining Learning

★ ★ ★ ★ ★

PARENT & FAMILY HANDBOOK


UPDATED JUNE 2026


The Adventure Starts Here!




Where Learning Has No Limits!

LEARN • PLAY • EXPLORE • GROW

 2860 Bishop Road
Willoughby Hills, Ohio 44092

 440-494-7202

 www.InfiniteLearning.info



Welcome to ILEC!



A MESSAGE FROM OUR FOUNDER

Dear Families, 

Welcome to Infinite Learning Enrichment Center.

Thank you for entrusting us with one of life's greatest gifts—your child.

At ILEC, we believe learning should be exciting, meaningful, and filled with opportunities for discovery. Our mission is to provide a safe, nurturing, inclusive environment where children are encouraged to **learn**, **play**, **explore**, and **grow** each day.

As a **Gold Rated Program**, we are committed to exceeding expectations through quality early childhood education, school-age programming, transportation services, community partnerships, family support resources, and enrichment opportunities that help children reach their fullest potential.

We recognize that families are children's first teachers. Through strong partnerships, open communication, and mutual respect, we work together to create a positive foundation for lifelong success.

Our commitment goes beyond child care. We strive to create a community where children feel valued, families feel supported, and learning extends beyond the classroom walls.


Whether your child is taking their first steps into learning or preparing for their next educational adventure, we are honored to be part of their journey.

Thank you for choosing Infinite Learning Enrichment Center.

We look forward to learning, growing, and creating memories together.


With Appreciation, 
Ivy Willis 



Founder & Administrator
Infinite Learning Enrichment Center



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Learn • Play • Explore • Grow



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Welcome to 



INFINITE LEARNING ENRICHMENT CENTER




TABLE OF CONTENTS



Updated June 2026 Parent & Family Handbook







SECTION 1 — ABOUT ILEC

-  About Infinite Learning Enrichment Center 4
-  Why Families Choose ILEC 5
-  Our Community Partnerships 6



SECTION 2 — PROGRAM OPERATIONS

-  Hours of Operation 7
-  Enrollment Requirements 8
-  Attendance Expectations 9
-  Arrival & Departure Procedures 10






SECTION 3 — HEALTH & SAFETY

-  Health Policies 11
-  Medication Administration 12
-  Active Supervision & Situational Awareness 13
-  Emergency Preparedness & Reunification 14
-  Safe Sleep Practices 15



SECTION 4 — TRANSPORTATION & FIELD TRIPS

-  Mystery Machine Transportation Program 16
-  Community Exploration & Field Trips 17
-  Transportation Safety Expectations 18






SECTION 5 — FAMILY PARTNERSHIP

-  Communication & Technology 19
-  Social Media Policy 20
-  Building Security & Visitor Access 21
-  Family Engagement 22






SECTION 6 — FINANCIAL POLICIES

-  Tuition & Fees 23
-  Payment Expectations 24
-  Withdrawal Procedures 25



SECTION 7 — ADDITIONAL INFORMATION

-  Records & Confidentiality 26
-  Step Up To Quality 27
-  Special Needs & Inclusion 28
-  Kindergarten Readiness 29
-  Parent Handbook Acknowledgement 30

 *The Gana's All Here!*



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ABOUT ILEC

Infinite Learning Enrichment Center

Infinite Learning Enrichment Center (ILEC) is a nurturing, inclusive, and innovative learning community dedicated to helping children **learn, play, explore, and grow** each day. As a **Gold Rated Program**, we provide exceptional early childhood education, school-age programs, transportation services, and family resources that support the whole child and the whole family.

We are proud to partner with outstanding organizations that help us provide the highest quality experiences, resources, and opportunities for our children and families.



GOLD RATED PROGRAM

ILEC is rated Gold through the Step Up To Quality (SUTQ) program, reflecting our commitment to excellence in early childhood education, learning environments, family partnerships, and continuous improvement.



MENTAL HEALTH PARTNERSHIP

Through our partnership with ROC Mental Health, we promote social-emotional wellness, resilience, and access to mental health resources for children and families.



ASPIRE PARTNERSHIP

Our partnership with Aspire supports families by connecting them to education, training, and career advancement opportunities for a brighter future.



HIRAM HOUSE PARTNERSHIP

We are proud to partner with Hiram House Campus to support successful transitions, wraparound services, and stronger outcomes for children and families.




TRANSPORTATION PROGRAM

Our "Mystery Machine" provides safe, reliable transportation to and from school, ILEC programs, and exciting community adventures!



INCLUSIVE ENVIRONMENT

We celebrate diversity and create an environment where every child feels safe, valued, and empowered to be their best self.



FAMILY RESOURCE CENTER

Our Family Resource Center is here to support you! We offer resources, referrals, parent education, and community connections to help families thrive both inside and outside of ILEC.

- ✓ Parenting Support
- ✓ Community Referrals
- ✓ Educational Resources
- ✓ Family Workshops & Events
- ✓ Help When You Need It Most

Together, we're building brighter futures— one child, one family, and one community at a time!





WHY FAMILIES CHOOSE

ILEC



Families trust ILEC because we go above and beyond to help children thrive—every single day!



LOVING & NURTURING ENVIRONMENT

We create a safe, warm, and welcoming space where children feel loved, valued, and supported every day.



HIGH-QUALITY EDUCATION

Our engaging curriculum encourages curiosity, creativity, and critical thinking to build a strong foundation for lifelong learning.



EXPERIENCED & CARING STAFF

Our dedicated team is passionate about children and committed to their growth, development, and success.



SAFETY IS OUR PRIORITY

We maintain a secure facility with active supervision, strict safety protocols, and preparedness in every situation.



STRONG FAMILY PARTNERSHIPS

We believe families are children's first teachers. We communicate, collaborate, and support you every step of the way.



ENRICHMENT & EXPLORATION

From hands-on learning and creative play to community exploration, we help children discover their interests and build confidence.



MYSTERY MACHINE TRANSPORTATION

Our safe, reliable transportation makes getting to and from ILEC easy—so you can have peace of mind.



GOLD STANDARD EXCELLENCE

As a Gold Rated Program, we meet the highest quality standards in early care and education.



At ILEC, your child is more than a student—*they're part of our family!*



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HOURS OF OPERATION & ATTENDANCE



On time. Every day. Ready to learn!

A consistent routine helps children feel secure, build confidence, and make the most of every day at ILEC!



CENTER HOURS



6:30 AM – 6:30 PM

Monday – Friday



Children must be picked up by 6:00 PM to allow our team time to close and wrap up.



ATTENDANCE MATTERS!

- ✔ Build routines and strong relationships
- ✔ Stay on track with learning
- ✔ Feel confident and connected
- ✔ Get the most from their daily experience



Please let us know if your child will be absent. Communication helps us plan and prepare!



LATE ARRIVALS

Arriving after 9:00 AM disrupts your child's routine and learning experience.

- ✔ Please plan to arrive by 9:00 AM.
- ✔ Frequent late arrivals may result in a conversation with our Director.



A great day starts with being on time! Thank you for your partnership.



LATE PICK-UP POLICY

We understand that delays happen. If you are running late:

- ✔ 1–10 minutes: Friendly reminder
- ✔ 11–20 minutes: \$1.00 per minute fee
- ✔ 21+ minutes: \$2.00 per minute fee
- ✔ Consistent late pick-ups may result in disenrollment.



Please be respectful of our team's time so they can go home to their families too.



AUTHORIZED PICK-UP



- ✔ Only individuals listed on your application may pick up your child.
- ✔ Photo ID is required at pick-up.
- ✔ Please notify us in advance of any changes.



No child will be released to anyone not on the authorized pick-up list.



BUILDING SECURITY & ACCESS

- ✔ Our building is secure for your child's safety.
- ✔ Doors are locked during operating hours.
- ✔ Parents/visitors must use the main entrance and ring the doorbell.
- ✔ Never hold the door open for others.



Together, we keep our ILEC family safe and secure!

OUR COMMITMENT

We are committed to providing a safe, structured, and nurturing environment where children can learn, grow, and thrive every day.

Thank you for helping us create the best possible experience for your child!



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The Gang's All Here!





Transportation & Field Trips

THE MYSTERY MACHINE



We take learning on the road! ♥

Our transportation program and community field trips help children explore learn, connect, and grow beyond the classroom! ☆



MYSTERY MACHINE TRANSPORTATION

Our safe, reliable transportation gets your child to and from school, ILEC programs, and exciting community adventures!

- ✓ Licensed & insured drivers
- ✓ Daily vehicle safety checks
- ✓ Seat belts for all passengers
- ✓ Clean, comfortable & fun!
- ✓ On-time pick-up & drop-off



Safety is our first stop, every time!

COMMUNITY EXPLORATION & FIELD TRIPS

Hands-on experiences help children discover the world around them through fun and meaningful outings, such as:

- ✓ Libraries
- ✓ Museums
- ✓ Parks & Nature Centers
- ✓ Local Farms
- ✓ Community Helpers & More!



New places. New friends. Big discoveries!

TRANSPORTATION SAFETY EXPECTATIONS

- ✓ Remain seated at all times and keep seat belts fastened.
- ✓ Use kind words and quiet voices.
- ✓ Keep hands, feet, and objects to yourself.
- ✓ Listen and follow driver and staff instructions.
- ✓ Help keep our Mystery Machine clean and safe!



We ride together. We arrive together. We thrive!



Adventure With a Purpose!

Field trips and transportation aren't just fun—they're a vital part of your child's learning, growth, and confidence!



Builds Social Skills



Inspires Curiosity



Creates Memories



OUR PROMISE

Every ride and every adventure is planned with your child's safety, happiness, and learning in mind.



CAPTURING MEMORIES!

We love sharing the fun! Photos from our adventures help you see your child learning, laughing, and having a blast!



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OUR PROGRAMS & SERVICES



Learning opportunities for every stage of your child's journey!



INFANTS
6 WEEKS – 18 MONTHS

- Nurturing, responsive care
- Sensory exploration
- Motor skill development
- Safe & loving environment
- Individualized attention



*Building trust.
Inspiring curiosity.
Growing every day.*



TODDLERS
18 MONTHS – 3 YEARS

- Language & communication
- Social & emotional growth
- Hands-on learning
- Creative play & discovery
- Independence skills



*Exploring the world.
One discovery at a time.*



PRESCHOOL
3 – 5 YEARS

- School readiness skills
- Early literacy & math
- STEM & problem solving
- Arts, music & movement
- Confidence & creativity



*Preparing today for
a bright tomorrow.*



SCHOOL-AGE
5 – 12 YEARS

- Homework help & tutoring
- Enrichment activities
- STEM, arts & sports
- Leadership & life skills
- Fun before & after school



*Learning. Growing.
Leading the way.*



FAMILY INVOLVEMENT

We believe strong partnerships with families create stronger outcomes for children.

- ✓ Open communication
- ✓ Parent workshops & events
- ✓ Volunteer opportunities
- ✓ Family resources & support
- ✓ Celebrating milestones together

*Together, we can help
every child reach their
full potential!*



ADMISSIONS & ENROLLMENT

HOW TO ENROLL

- Schedule a Tour**
Come visit ILEC and see the magic in action!
- Submit an Application**
We'll help you every step of the way.
- Meet & Greet**
Let's get to know your child and your family.
- Enrollment Confirmation**
Welcome to the ILEC family!

*Spots fill quickly—
schedule your tour today!*

WHAT TO BRING

- ✓ Completed Application
- ✓ Immunization Records
- ✓ Parent/Guardian ID
- ✓ Proof of Address
- ✓ ODJFS Vouchers (if applicable)
- ✓ Any Court Documents (if applicable)

*Our team is happy to
answer any questions!*

TOUR TODAY!

See our classrooms, meet our teachers, and discover what makes ILEC so special!



Call us at
440-494-7202
to schedule your tour!



HEALTH & WELLNESS

- Nutritious meals & snacks
- Daily physical activity
- Health screenings
- Clean & sanitized spaces



ENRICHMENT ACTIVITIES

- Music & Movement
- Art & Creativity
- STEAM Learning
- Outdoor Play
- Field Trips & More!



BEFORE & AFTER SCHOOL CARE

- Convenient scheduling
- Homework help
- Enrichment activities
- Safe & supervised



SUMMER & BREAK PROGRAMS

- Exciting themes
- Field trips
- Fun & educational
- Full of adventure!



WHAT SETS ILEC APART?

- Family-Focused Community
- Innovative Learning
- Caring & Qualified Teachers
- Safe & Secure Environment
- Fun, Engaging Experiences
- Gold Rated Excellence



STAY CONNECTED!

- infinitelearning.info
- @_infinite_learning

*At ILEC, we don't just care for children,
we invest in their future.*

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ENROLLMENT & GETTING STARTED



Welcome to the ILEC Family!

We're excited to partner with you on your child's learning journey. Here's everything you need to know to get started.

ENROLLMENT PROCESS

Getting started is easy!

- 1 Schedule a tour.
- 2 Complete the enrollment packet and required forms.
- 3 Provide required documents.
- 4 Review and sign policies.
- 5 Your child is ready to begin!



We're so happy you chose ILEC!

REQUIRED DOCUMENTS

Please provide the following:

- ✓ Child's birth certificate
- ✓ Immunization record or exemption form
- ✓ Parent/Guardian photo ID
- ✓ Proof of income (if applicable)
- ✓ Custody/guardianship documents (if applicable)
- ✓ Emergency contact information
- ✓ Completed enrollment packet

These documents help us keep your child safe and cared for!

TUITION & FEES

- ✓ Tuition is due weekly in advance by 6:00 PM on Friday.
- ✓ We accept cash, money order, Zelle, and credit/debit card.
- ✓ A late fee may be applied to late payments.
- ✓ Ask about available financial assistance for those who qualify.



Quality care today. Bright futures tomorrow.

BECOMING PART OF THE ILEC FAMILY

- ✓ We're here to support your family.
- ✓ Communication is key!
- ✓ Get to know our staff.
- ✓ Join in family events and activities.
- ✓ Together, we create a positive, caring community.



Better together. Stronger together.

FIRST DAY TIPS

- ✓ Arrive a few minutes early.
- ✓ Bring all daily items.
- ✓ Keep goodbyes short and sweet.
- ✓ Trust that we'll take great care of your child!
- ✓ We're here to help every step of the way.



New adventures begin here!

WHAT TO BRING DAILY

- ✓ Backpack (large enough for folders and belongings)
- ✓ Change of clothes (labeled)
- ✓ Weather-appropriate clothing
- ✓ Diapers & wipes (if needed)
- ✓ Bottle & formula (if needed)
- ✓ Comfort item (if needed)
- ✓ Water bottle (labeled)



Label everything, please!

AGE REQUIREMENTS

We proudly serve children ages 6 weeks to 12 years.

INFANTS
6 weeks – 18 months

TODDLERS
18 months – 3 years

PRESCHOOL
3 – 5 years

SCHOOL AGE
5 – 12 years

Age-appropriate learning. Boundless possibilities.

BEFORE & AFTER SCHOOL CARE

We provide safe, fun, and engaging care for school-age children before and after school.

- ✓ Homework help
- ✓ Enrichment activities
- ✓ Snacks provided
- ✓ Believe Bus transportation (if available)
- ✓ A safe place to learn, play, and grow!



More than care. A place to belong.

OUR PROMISE TO YOU

We are committed to providing a safe, nurturing, and enriching environment where your child can learn, grow, and thrive every day!



LET'S GET STARTED!

We can't wait to welcome your family to ILEC! Together, we'll make every day amazing.

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ADMISSIONS & ENROLLMENT



We can't wait to welcome your family! ❤️

Choosing the right place for your child is an important decision. We're here to make the process easy and stress-free!

HOW TO ENROLL

- 1 Schedule a Tour**
Come visit ILEC and see the magic in action!
- 2 Submit an Application**
We'll help you every step of the way.
- 3 Meet & Greet**
Let's get to know your child and your family.
- 4 Enrollment Confirmation**
Welcome to the ILEC family!

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Our team is happy to
answer any questions!

TOUR TODAY!

See our classrooms, meet our teachers, and discover what makes ILEC so special!



Call us at 440-494-7202
to schedule your tour!

TUITION ASSISTANCE & PAYMENT OPTIONS



WE'RE HERE TO HELP

We believe every child deserves access to quality early learning.

- ✓ Step Up To Quality (SUTQ) assistance accepted
- ✓ OCS vouchers accepted
- ✓ Flexible payment plans
- ✓ Scholarships may be available
- ✓ Our team will help you explore your options!

Let's work together to find the right
solution for your family.



CONVENIENT PAYMENT METHODS

- ✓ Auto-pay available
- ✓ Credit/Debit Cards
- ✓ Online payments
- ✓ Cash or Check

Making
quality care
accessible
for all!



STAY CONNECTED!

Follow us for updates, photos, event info, and more!

- Facebook: ILEC Willoughby Hills
- Instagram: @ilecwilloughbyhills
- Website: InfiniteLearning.info
- Email: info@infinitelearning.info

We love staying connected
with our ILEC family!

WHAT SETS ILEC APART?



Family-Focused
Community



Innovative
Learning



Caring & Qualified
Teachers



Safe & Secure
Environment



Fun, Engaging
Experiences



Gold Rated
Excellence



AT ILEC, WE DON'T JUST PREPARE CHILDREN FOR TOMORROW,

we inspire them for life!



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HOURS OF OPERATION & ATTENDANCE



On time. Every day. Ready to learn!

A consistent routine helps children feel secure, build confidence, and make the most of every day at ILEC!



CENTER HOURS



6:30 AM – 6:30 PM
Monday – Friday



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Arriving after **9:00 AM** disrupts your child's routine and learning experience.

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A great day starts with being on time! Thank you for your partnership.



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HEALTH, SAFETY & WELLNESS



Healthy children. Safe environment. Peace of mind.

At ILEC, your child's health and safety are our top priorities.



IMMUNIZATIONS

All children must have current immunization records on file in accordance with Ohio law and ODJFS regulations.

If a child is not immunized, a signed exemption statement must be maintained in the child's file indicating the reason for exemption as permitted by Ohio law.

- Current Immunization Records on File *OR*
- Signed Immunization Exemption Form on File



Immunization records or a signed exemption statement must be on file before attendance can begin.



ILLNESS POLICY

To keep everyone healthy, children should stay home if they have:

- Fever (100.4°F or higher)
- Vomiting or diarrhea
- Persistent cough or runny nose
- Rash or unexplained skin irritations
- Pink eye or other contagious illness

COMMUNICABLE DISEASE POLICY

ILEC follows the current ODJFS Communicable Disease Chart and guidance from local health authorities.

Children exhibiting symptoms of a communicable illness may be excluded from care and may not return until the criteria outlined by ODJFS have been met.

- Examples include:
- Fever
 - Vomiting
 - Diarrhea
 - Pink Eye
 - Hand, Foot & Mouth Disease
 - Strep Throat
 - Other communicable illnesses identified by ODJFS

Parents will be notified when exclusion requirements apply.



MEDICATION POLICY

We only administer medication with:

- A completed Medication Authorization Form
- Medication in the original container
- Clear labeling with child's name, dose, and time

We do not administer over-the-counter medications without a doctor's order.



HANDWASHING & HYGIENE

- Children and staff wash hands regularly.
- Handwashing occurs before meals, after bathroom use, and after outdoor play.
- We teach and encourage good hygiene habits every day!



Clean hands, healthy kids!



CLEAN & SAFE ENVIRONMENT

- We maintain a clean, secure, and child-friendly environment.
- Classrooms and materials are cleaned and sanitized daily.
- Toys are sanitized regularly.
- We follow all ODJFS health and safety guidelines.



A clean space helps little minds grow!



NUTRITION & MEALS

- We provide nutritious meals and snacks daily.
- Menus are planned to support growth and development.
- We accommodate food allergies with proper documentation.



Good nutrition fuels great learning!



SAFETY PRACTICES

- Your child's safety is always our priority.
- Staff are trained in First Aid & CPR.
 - Safety drills are practiced regularly.
 - Playgrounds are inspected daily.
 - Secure check-in/check-out procedures.
 - Staff-to-child ratios meet or exceed state requirements.



Safe today, stronger tomorrow!



ALLERGY AWARENESS

Please inform us of any allergies or medical conditions.

- We are a peanut-aware center.
- We do not guarantee an allergen-free environment.
- Clear communication helps keep all children safe.

Together, we keep everyone safe!



CONTACT & COMMUNICATION

We work closely with families to keep you informed.

- You will be notified of any illness or accident.
- Please keep your contact information up to date.



VOLUNTEERS & VISITORS

- We love family involvement!
- All volunteers must be approved and background checked.
- Visitors must sign in and wear a visitor badge.
- Your safety is our priority.

Thank you for being part of our ILEC family!

WORKING TOGETHER FOR HEALTH & SAFETY

Thank you for partnering with us to support your child's well-being. When we work together, children thrive!



REMEMBER

If you are ever unsure whether your child should attend, please call us. We're happy to help!





SAFETY, SECURITY & OUR COMMITMENT

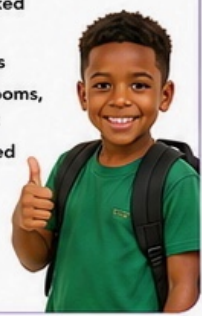


Your Child. Our Priority. Every Day.

ILEC is dedicated to providing a safe, secure, and loving environment where children can thrive.

SAFETY & SECURITY

- ✓ Secure building with controlled access
- ✓ Visitors must sign in and show ID
- ✓ Only authorized individuals may pick up children
- ✓ Classroom doors remain locked
- ✓ Staff-to-child ratios meet or exceed state requirements
- ✓ Daily safety checks of classrooms, playgrounds, and equipment
- ✓ Emergency drills are practiced regularly



Safety is always our first priority!

STAFF & TRAINING

- ✓ Our staff are caring, qualified, and experienced.
- ✓ All staff complete background checks before employment.
- ✓ Ongoing training in First Aid, CPR, and child development.
- ✓ Continuous professional development to provide the best care.
- ✓ Staff are committed to building positive relationships with children and families.



Caring hearts. Trained minds. Stronger futures.

SAFE ENVIRONMENTS

- ✓ Clean, sanitized, and well-maintained classrooms and materials
- ✓ Age-appropriate learning and play spaces
- ✓ Outdoor play area designed for safety and fun
- ✓ Nutritious meals and snacks to support growth
- ✓ A nurturing environment where children are respected, included, and encouraged



A safe place to play. A happy place to grow.

EMERGENCY PREPAREDNESS

- ✓ We are prepared for emergencies large and small.
- ✓ Emergency plans are in place and reviewed regularly.
- ✓ Clear procedures for fire, severe weather, and medical emergencies.
- ✓ Staff are trained and ready to respond.
- ✓ Families will be notified immediately if needed.



Prepared today. Protected always.

BEHAVIOR & WELL-BEING

- ✓ Positive guidance and encouragement
- ✓ Teaching respect, kindness, and responsibility
- ✓ Supporting children's social, emotional, and behavioral development
- ✓ Partnering with families to support each child's success
- ✓ Zero tolerance for abuse, neglect, or bullying



Building character. Building brighter futures.

COMMUNICATION WITH FAMILIES

- ✓ Open and honest communication builds trust.
- ✓ We listen, respond, and work together.
- ✓ Families are always welcome to share questions, ideas, or concerns.
- ✓ We value your partnership in your child's success!



Together, we make ILEC amazing!

PARENT PARTNERSHIP

We believe that when families and ILEC work together, children achieve more.

- ✓ Attend parent conferences and events
- ✓ Stay involved in your child's learning
- ✓ Share your ideas, talents, and feedback
- ✓ Be a part of the ILEC community!



Stronger together. Better for our children.

OUR PROMISE TO YOU

We promise to love, protect, and educate your child as if they were our own.

- ✓ We will provide the highest quality care and education.
- ✓ We will keep safety and well-being at the heart of everything we do.
- ✓ We will celebrate each child's unique strengths.
- ✓ We will partner with you for a bright future.



Your trust. Our promise. Their future.

THANK YOU FOR CHOOSING INFINITE LEARNING ENRICHMENT CENTER!

We are honored to be part of your family's journey. Together, we'll help your child learn, grow, and shine!



QUESTIONS? WE'RE HERE!

Please don't hesitate to reach out. We look forward to a wonderful year together!





IMPORTANT INFORMATION



Everything you need to know. All in one place.

We're here to support you and your child every step of the way!
If you have any questions, please reach out. We're happy to help.



WHAT TO BRING DAILY

- Please send your child with:
- ✓ Backpack (large enough for folders and belongings)
 - ✓ Change of clothes (labeled)
 - ✓ Weather-appropriate clothing
 - ✓ Diapers & wipes (if needed)
 - ✓ Bottle & formula (if needed)
 - ✓ Comfort item (if needed)
 - ✓ Water bottle (labeled)



Label everything with your child's name, please!



WEATHER POLICY

- We go outside every day (weather permitting) for fresh air and fun!
- ✓ Please send weather-appropriate clothing.
 - ✓ In extreme weather, outdoor time may be limited.
 - ✓ We follow all ODJFS guidelines for safe outdoor play.



Outside play helps children learn, move, and grow!



PERSONAL BELONGINGS

- ✓ Please do not send toys or valuables from home.
- ✓ ILEC is not responsible for lost or damaged items.
- ✓ Help your child leave items at home so they can focus on learning and having fun!



Less from home = more joy here!



INCLEMENT WEATHER CLOSINGS & DELAYS

- Your child's safety is our priority.
- ✓ We follow local school district closings and delays.
 - ✓ Notifications will be sent via text message and email.
 - ✓ Please ensure we have your current contact information.



Stay connected. Stay informed. Stay safe!



BEHAVIOR GUIDANCE

- We guide with patience, respect, and positive reinforcement.
- ✓ Children are taught positive choices and coping skills.
 - ✓ We partner with families to support positive behavior.
 - ✓ Guidance is age-appropriate and developmentally appropriate.



Kind hearts. Clear boundaries. Stronger futures.



TRANSPORTATION (If Provided)

- ✓ Seat belts are always required.
- ✓ Children must remain seated at all times.
- ✓ Only authorized individuals may pick up from the bus stop or center.
- ✓ Transportation is a privilege and can be revoked if rules are not followed.



Safety first, always!



PARENT VOLUNTEERS

- We love and appreciate family involvement!
- ✓ All volunteers must be approved and background checked.
 - ✓ Opportunities include classroom help, events, and special projects.
 - ✓ Together, we make ILEC amazing!



Many hands. Big hearts. Bright futures.



EMERGENCY PROCEDURES

- We are prepared for anything.
- ✓ Emergency plans are in place and practiced regularly.
 - ✓ Safe spaces and evacuation routes are posted.
 - ✓ Staff are trained in CPR, First Aid, and emergency response.



Prepared today. Protected always.



CENTER CLOSED HOLIDAYS

ILEC will be closed on the following holidays:

- ✓ New Year's Day
- ✓ Martin Luther King, Jr. Day
- ✓ Memorial Day
- ✓ Independence Day
- ✓ Labor Day
- ✓ Thanksgiving Day
- ✓ Day After Thanksgiving
- ✓ Christmas Day

Enjoy time with your loved ones! See the annual calendar for details.

WE VALUE YOUR FEEDBACK!

We are always looking for ways to improve. If you have ideas, suggestions, or concerns, please let us know. Your input helps us serve your family better!



THANK YOU!

Thank you for trusting us with your most precious gift—your child. Together, we help them learn, grow, and shine!





FAMILY RESOURCES & COMMUNITY SUPPORT



Together, we build brighter futures.

ILEC is proud to connect families with resources that support growth, learning, and well-being.



FAMILY RESOURCE PARTNERS

We partner with local organizations to support families.

- ✓ Food assistance
- ✓ Clothing resources
- ✓ Housing support
- ✓ Utility assistance
- ✓ Parenting programs
- ✓ Financial guidance



You are never alone. We're here to help!



EARLY LEARNING SUPPORT

We support children's learning and development every day.

- ✓ School readiness
- ✓ Literacy & language development
- ✓ Social & emotional growth
- ✓ STEM exploration
- ✓ Creative expression



Every child. Every day. New opportunities to grow!



HEALTH & WELLNESS RESOURCES

We care about the whole child.

- ✓ Immunization information
- ✓ Dental care resources
- ✓ Vision care resources
- ✓ Mental health support
- ✓ Health education for families
- ✓ Nutrition guidance



Healthy families. Happy children.



PARENTING SUPPORT

We offer tools and support to help you thrive.

- ✓ Parent workshops
- ✓ Positive parenting tips
- ✓ Behavior guidance
- ✓ Developmental milestones
- ✓ One-on-one support



Strong parents. Strong families.



COMMUNITY CONNECTIONS

We believe strong communities create strong children.

- ✓ Local library partnerships
- ✓ Community events
- ✓ Volunteer opportunities
- ✓ School district connections
- ✓ Local business partnerships



Building connections. Building a better tomorrow.



CHILD SAFETY RESOURCES

We promote safety at home, at school, and everywhere.

- ✓ Car seat safety information
- ✓ Poison control information
- ✓ Fire safety tips
- ✓ Internet safety resources
- ✓ Emergency preparedness



Knowledge today. Safety for a lifetime.



ONLINE RESOURCES

Helpful websites for families:

- ✓ Ohio Department of Education education.ohio.gov
- ✓ Ohio Department of Job & Family Services jfs.ohio.gov
- ✓ CDC - Healthy Children cdc.gov/parents
- ✓ Zero to Three zerotothree.org



Great resources are just a click away!



VOLUNTEER & GET INVOLVED

We love when families get involved!

- ✓ Classroom helpers
- ✓ Special projects
- ✓ Event volunteers
- ✓ Share your talents
- ✓ Make a difference!



Your time. Your talents. Our children benefit!



CONTACT INFORMATION

We're here for you!

- ☎ 440-494-7202
- ✉ info@infinitelearning.info
- 🌐 InfiniteLearning.info
- 📍 2860 Bishop Road Willoughby Hills, Ohio 44092



Reach out anytime. We're happy to help!

TOGETHER, WE CAN...

- ✓ Support learning and development
- ✓ Build confidence and independence
- ✓ Encourage kindness and respect
- ✓ Create lasting memories
- ✓ Help every child reach their potential



A SPECIAL THANK YOU!

Thank you for being a part of the ILEC family. Together, we make a difference every day! We appreciate you!





POLICIES & PARENT PARTNERSHIP



Stronger Together. Better for Our Children.

At ILEC, we believe that clear policies and strong partnerships create the best environment for learning and growth.



PARENT COMMUNICATION

We value open and respectful communication with all families.

- ✓ Daily updates and classroom communication
- ✓ Parent conferences
- ✓ Newsletters and important announcements
- ✓ We're always here to listen!



Questions, concerns, or suggestions—let's talk!



TUITION & PAYMENTS

Tuition is due weekly in advance.

- ✓ Payments are due by Friday at 6:00 PM for the upcoming week.
- ✓ Late payments may result in a late fee.
- ✓ Returned payments are subject to a fee.
- ✓ Financial assistance may be available for those who qualify.

We're committed to working with families!



WITHDRAWAL POLICY

We ask for a two-week written notice when withdrawing your child.

- ✓ This allows us to ensure a smooth transition.
- ✓ Families are responsible for all tuition until written notice is received.



DRESS FOR SUCCESS

Please dress your child in comfortable, play-friendly clothing.

- ✓ Closed-toe shoes are required.
- ✓ Label all personal items including coats, bags, and lunch boxes.
- ✓ We provide mess-free learning, but accidents can happen!



Comfortable kids = Happy learners!



BIRTHDAYS & CELEBRATIONS

We love celebrating our ILEC kids!

- ✓ Parents are welcome to provide store-bought treats for birthdays.
- ✓ Treats must be nut-free.
- ✓ Please no balloons, flowers, or outside gifts.
- ✓ We'll make their day extra special!



Making memories together!



CONFLICT RESOLUTION

We are committed to providing a positive experience for every child and family.

- ✓ Concerns are handled with care and professionalism.
- ✓ Our goal is to find solutions that support children and strengthen relationships.
- ✓ Please speak with our Director if you have any concerns.



Respect. Understanding. Solutions.



FIELD TRIPS & SPECIAL ACTIVITIES

Field trips and special activities enrich your child's learning.

- ✓ Permission slips are required.
- ✓ Additional fees may apply.
- ✓ Safety is always our top priority!



Adventures help learning come to life!



VOLUNTEERS & VISITORS

We love family involvement!

- ✓ All volunteers must be approved and background checked.
- ✓ Visitors must sign in and wear a visitor badge.
- ✓ Your safety is our priority.



Thank you for being part of our ILEC family!



SOCIAL MEDIA & PHOTOS

We love sharing special moments!

- ✓ ILEC may use photos/videos for educational and marketing purposes.
- ✓ If you do not wish for your child's image to be used, please let us know in writing.



Capturing memories, respecting privacy.

OUR PROMISE TO YOU

We are dedicated to creating a safe, supportive, and nurturing environment where children can learn, grow, and shine every day!



TOGETHER, WE CAN

Thank you for trusting us with your most precious gift—your child.

We're so glad you're here!

Redefining Learning

Learn • Play • Explore • Grow

2860 Bishop Road
Willoughby Hills, Ohio 44092

440-494-7202

InfiniteLearning.info

Gold Rated Program

Updated June 2026

The Gang's All Here!





PARENT HANDBOOK ACKNOWLEDGEMENT & SIGNATURE



Together, we care. Together, we thrive.

At Infinite Learning Enrichment Center (ILEC), we value open communication, clear expectations, and strong partnerships with our families.

Thank you for choosing ILEC for your child's learning journey!



PARENT ACKNOWLEDGEMENT

By signing below, I acknowledge that I have:

- ✓ Received a copy of the ILEC Parent Handbook.
- ✓ Read and understand the policies, procedures, and guidelines outlined in the handbook.
- ✓ Agree to follow and support the policies to ensure the health, safety, and well-being of all children.
- ✓ Understand that policies and procedures may be updated periodically and that I will be notified of any changes.
- ✓ Understand that I am responsible for keeping my contact information up to date.



We are a team. Your partnership helps your child learn, grow, and shine!



OUR COMMITMENT TO YOU

ILEC is committed to providing:

- ✓ A safe, nurturing, and inclusive environment
- ✓ High-quality care and education
- ✓ Open communication and family partnership
- ✓ Support for your child's growth and development
- ✓ Respect, kindness, and positive relationships



Together, we create a brighter future for every child!

★ PLEASE COMPLETE AND SIGN BELOW ★

PARENT/GUARDIAN NAME (PRINT): _____

CHILD'S NAME (PRINT): _____

PARENT/GUARDIAN SIGNATURE: _____

DATE: _____

ILEC REPRESENTATIVE NAME (PRINT): _____

ILEC REPRESENTATIVE SIGNATURE: _____

DATE: _____

Thank you!
Your trust means the world to us. We look forward to partnering with you!

QUESTIONS?



We're here to help!
Please reach out anytime.



Together, we make every day amazing!



Redefining Learning

Learn • Play • Explore • Grow

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**INFINITE
LEARNING**
ENRICHMENT CENTER



Just a girl
who loves 
SCOOBY

sharing her childhood
with our kids. 



A NOTE FROM IVY

Some of my favorite childhood memories were built around imagination, adventure, laughter, and believing that anything was possible.

Today, I share that same spirit with the children and families of Infinite Learning Enrichment Center.

Whether it's riding in our Mystery Machine, exploring new ideas, making new friends, or creating lifelong memories, I believe childhood should be filled with wonder.

Thank you for allowing me to share a little piece of that magic with your children every day.

- Ivy Willis

Founder & Executive Director



2860 Bishop Road
Willoughby Hills, Ohio 44092



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infinitelearningenrichment@gmail.com



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

@_infinite_learning



REDEFINING LEARNING

WHERE LEARNING HAS NO LIMITS



The Gang's 
All Here! 

THANK YOU FOR BEING PART OF THE ILEC FAMILY! 