

Dear Parents,

Welcome to what is sure to be another *fantastic* school year at The Trail! We are so very excited about the upcoming year here at DeSoto Trail EDEP, we know and it's promised to be filled with even more opportunities for fun and growth for all of our students as we strive to find ways to keep program activities exciting and unique. As we begin this new year, we pledge to you-- our students and parents-- that this will be an exciting year jam-packed with engaging and developmental activities.

During this 2017-2018 school year, we will continue to build upon and refine our foundation of good work and many worthwhile traditions while we adapt to changes that are being made in the program. Some may come as a shock as they have been a part of our program since your child was in K-club but we are adhering to the new procedures and district policies in their attempt to unify EDEP programs district-wide.

This year we will no longer be providing tax letters to parents. Instead, the receipts you are given at the time of payment will need to be saved for your financial records when tax season comes. You will notice the Federal Tax ID number and all other important information is on these receipts.

Additionally, we will continue to offer car pick up as a service Monday-Thursday starting at 5:30 PM. However, once 5:30 rolls around and we start car pick up you will no longer be able to sign your child out in the cafeteria. You are more than welcome to sign your child out at car pick-up, pick them up, park, and come inside to pay tuition, voice concerns, or just ask about your child. If you come into the cafeteria after 5:30 a staff member will ask if you have signed your child out and direct you to car pickup outside where you can wait for your child.

Lastly, payments will be due the FRIDAY before the start of the cycle. Regardless of how many days in advance the Friday falls to the start of the cycle, tuition is due on that day. Tuition will be considered late starting the following Monday and the late fee will be applied thereafter. A complete list of due dates and dates that each cycle covers can be found later on in this booklet.

We look forward to a very positive and productive year together! And we extend a special, yearlong invitation to our parents to join us at EDEP activities and events whenever you can. We want . . . we need . . . and we value your involvement and support in your child's educational experience. This is key to the success of your young Trailblazer during his/her years with us.

Please also know that we highly value home/school communication here at DeSoto Trail EDEP. It is vital and plays an integral role in each student's success. Please do not hesitate to contact us if/when the need arises. We will do likewise. We want and encourage our parents to *stay in the know* about their child's activities, behavior and any other happenings during their time with us.

Again, we welcome you to DeSoto Trail Elementary Extended Day Enrichment Program! Let the adventures begin as we embark on an AWESOME new school year!

Sincerely,

*Mrs. Jerisha Carter-Johnson*  
Program Director- EDEP

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## Eligibility & Enrollment

DeSoto Trail Elementary School's Extended Day Enrichment Program participants must be school age and must be able to display age-appropriate skills in the areas of self-care, communication, mobility, and social-emotional development. Unfortunately, we do not have the required staff to accommodate VPK or ESE students, all participants must complete the Extended Day Enrichment Program registration form prior to participation.

**Registration Fee: \$25.00** (Required at time of registration)

## Safety

For the safety and well-being of participants, each child must be signed in and out by a parent or guardian. No child will be released to a person not authorized in writing by the custodial parent. Participants may not be signed out by anyone under the age of 18, unless authorized by a parent. If someone other than the regular pick-up person comes to pick up the child, please contact the EDEP office to notify them in advance. We will ask the pick-up for a picture I.D. to verify the identity of the person. Only the people listed on the registration form may sign your child out, unless a special pick-up is requested. Please allow 5-10 minutes for your child to come as we will be using all areas of the school. No one picking up a student in After School is permitted to leave the waiting area in the cafeteria this includes but isn't limited to our EDEP store, classes in other building as well as the cafeteria, the backpack area, etc.

## Before School Sign In

Before school is from 7:00 am until 7:45 am. Parents must come to the cafeteria to sign in your child. Parents can drop off students as early as 7:00 am. [REDACTED] Students will be released to their designated supervised areas at 7:45 a.m. Students will be released later in the event of poor weather conditions to general area. [REDACTED]

## Afterschool Sign Out

Afterschool begins when the dismissal bell rings at 2:50 PM and ends promptly at 6:00 sharp. All parents/guardians must report to the cafeteria between 2:50 and 5:30 OR car pickup after 5:30 to sign your child out. **Late Pick-Up Fee: \$1 per minute late after 6:00 p.m. (non-negotiable and must be paid before child returns to E.D.E.P the next day.)** Please note car pick up service is not available on Fridays. Only adults on the students registration form may sign the child out. If we are not notified of a pick-up change, a parent will be called to verify.

## Late Pick-Up Fees

The Extended Day Enrichment Program ends promptly at 6:00 PM. After 6:00 PM. parents must come inside to the EDEP office to sign their children out. Parents who are late in picking up their children will be charged a late fee. The late fee starts at 6:01 PM with a charge of \$1 and increases by one dollar each minute until the child is signed out. Payment is due at the time the child is picked up, via money order or check.

After 6:30 p.m., legal advisors will be contacted for non-pickup if the EDEP employees and/ or the principal has not been contacted by the parent(s) or legal guardian(s). If parents/guardian are routinely late picking up their children, Extended Day reserves the right to discontinue services.



## Payment of Fees

Fees are to be paid in full by 6:00 PM on the appropriate due date, typically, the Friday before the start of a new cycle. (Please see below) Parents are responsible for paying fees on time. Otherwise your child may not return to Afterschool until a payment is received with the \$10.00 late fee. Please make your checks or money orders payable to Leon County Schools (LCS). Please note that we cannot take any payments through car pick up, the child or through the front office. All payments need to be made at the EDEP office and a receipt will be given to you at that time. Please keep these receipts for your records as EDEP will NOT be providing Tax Letters this year. All information needed for taxes can be obtained by keeping your receipts anytime a payment is made.

EDEP does not accept cash as a form of payment. Payments should only be submitted to the staff member at the "Front Desk". A receipt will be given upon payment. [REDACTED]

Extended Day is not responsible for payments delivered in any other way. Checks are permitted to be mailed from your bank to the school, however, if we receive the check after the due date, the late fee will still be needed. Make all the needed preparations on your end to ensure the check is received well in advance of the due date.

Prorated amounts will only be given if the student is starting the program in the middle of a cycle. A \$10.00 fee will be charged for payments received after the due date. Refer to your monthly EDEP schedule for actual fee payment due dates. **Please note:** if two checks given as payment are not valid or found insufficient, EDEP will no longer accept checks as a payment for your student. All payments must then be made in the form of a money order thereafter. All payments must be up to date for the child to continue attending the program.

Changes to the Child's EDEP schedule must be submitted in writing via email BEFORE the start of the new cycle or the change will not be made and the parent will still be responsible for payment of the original schedule

## 2017-2018 Tuition Schedule

Cycle 1: August 14- September 7  
 Cycle 2: September 8- October 4  
 Cycle 3: October 5- October 31  
 Cycle 4: November 1- December 4  
 Cycle 5: December 5-January 16  
 Cycle 6: January 17- February 9  
 Cycle 7: February 12- March 7  
 Cycle 8: March 8-April 10  
 Cycle 9: April 11- May 4  
 Cycle 10: May 7- May 31

Payment Due: **Monday August 14<sup>th</sup>**  
 Payment Due: **Friday September 1<sup>st</sup>**  
 Payment Due: **Friday September 29<sup>th</sup>**  
 Payment Due: **Friday October 27<sup>th</sup>**  
 Payment Due: **Friday December 1<sup>st</sup>**  
 Payment Due: **Friday January 12<sup>th</sup>**  
 Payment Due: **Friday February 9<sup>th</sup>**  
 Payment Due: **Friday March 2<sup>nd</sup>**  
 Payment Due: **Friday April 6<sup>th</sup>**  
 Payment Due: **Friday May 4<sup>th</sup>**



## Before School & After School Rates:

5 Days	4 Days	3 Days	2 Days	Drop-in	Before School
1 Child \$170.00	1 Child \$155	1 Child \$125	1 Child \$95	1 Child \$20.00	\$60 Per Child /Cycle
2 Children \$323	2 Children \$249.50	2 Children \$237.50	2 Children \$180.50		
3 Children \$476	3 Children \$434	3 Children \$350	3 Children \$266		
4 Children \$629	4 Children \$573.50	4 Children \$462.50	4 Children \$351		





### Discounts:

- A 25% discount will be offered to parents working for Leon County Schools. (LCS Identification Badge must be provided and copied to receive this discount.)
- Free & Reduced Lunch\*Limited Spaces Available – **Must have Director Approval before offering this rate**
- A 50% discount is offered for the drop in rate for Afterschool that is only available for teachers at DeSoto Trail.
- Only one discount is available per child

### Refunds

No refunds are permitted after the first day of each cycle except for cases of prolonged illness (two weeks or longer) or family relocation. (Proof may be requested.) [REDACTED] **Parents must request the refund. Any changes to a cycle needs to be in made in writing prior to the start of a new cycle or you will be responsible for the current cycle arrangement payment.**

### Scholarships

DeSoto Trail Elementary School's EDEP offers a scholarship program called Project Care for parents needing assistance. [REDACTED] To be eligible for this scholarship, the student must be on free or reduced lunch. [REDACTED] Space is extremely limited and is done on a first-come-first-served basis. For more details, please contact the Director.

### Absences

Attendance is taken daily for each grade level. Parents are to call (850) 488-3316 and leave a message or email the Program Director prior to 1:00 p.m. if their child will not be attending on his/her regularly scheduled day. It is our policy that if a child does not arrive at the program as intended, the Director or a member of our staff will try to contact the parents. If parents are not reached after two contact attempts, the student will be considered absent, and the program will not be held liable for the child's whereabouts. Absentees without prior notification may be mistaken for a missing child leading to unnecessary concern and time spent in trying to locate the child. If the parent wishes to adjust the schedule of their student, this change must be made prior to the start of the cycle or they will be responsible for the original fee.

[REDACTED]

## **Allergy Procedures**

Please ensure that all known allergies for your child(ren) are written on their registration form.

If your child(ren) has a known allergy, he/she will be placed on the EDEP allergy list that is distributed to all staff/counselors working in the Extended Day Program. We will work with parents to help accommodate their child's needs as best as possible.

## **Homework Club:**

The homework club will be provided Monday through Thursday each week for 45 minutes to your children. A counselor will be available at all times to assist students. Children must bring all of their supplies with them from the classroom. We cannot allow students to go back into their classrooms once the school bell has released them for the day. Students who attend the homework club will get a Homework Heroes punch card. This card will get punched every time your student attends and after receiving all of their punches they will get a special reward.

Our homework club rules are as follows:

1. Children MAY NOT sit next to another child who are doing the same assignment.
2. Children must work quietly and independently. If they have any questions, they may ask the Homework Counselor, but MAY NOT get help from another child.
3. NO homework will be graded or checked for accuracy by a counselor.
4. The homework counselor will be there to answer questions, but this is NOT designed to be a tutoring center.
5. It is the student's responsibility to complete their own homework in Afterschool, just as they would at home.
6. If a child is being disruptive in the homework club, they will be asked to leave. Additional consequences will be given to the students who are continually disruptive.

If you need your child to go to Homework Club on a routine basis, you may contact Mrs. Carter-Johnson, (or return the Homework Club form you received on registration day) and let them know what days your child needs to go.

## **K-Club:**

Our Kindergarteners in Afterschool are a part of K-Club. K-Club is greeted outside of the cafeteria by the K-Club Counselors. They line up against the wall that is facing directly across from the kindergarten class rooms. We take attendance and then walk over to the K-Club Clubhouse (Afterschool Portable.) The students then eat snack and drink juice or water. Once the children have finished their snack, they will go to the playground for approx. 30 minutes of play time if the weather permits. At 4:00, they will begin their daily activity, which is based on a weekly theme, until 5:30. At that time they will regroup with the other children until parent pick-up. Each day a behavior chart will be sent home notifying parents of the students' progress during afterschool activities. At the end of each month, students with 15 out of 20 stars attend a star party. K-Club will occasionally participate in some Fun Friday's with the older students.

## Enrichment Activities and Class Registration Forms:

Students in 1<sup>st</sup>-5<sup>th</sup> grades have the opportunity to enroll in a structured class taught by one of our counselors. Classes vary and include a wide range of activities. The counselor instructing the class typically has a passion or appreciation for the subject. Class registration takes place once all the students have adjusted to the schedule of the program shortly after the start of each semester. Classes are Mondays, Wednesdays, and Thursdays from 4:15-5:15.

### *Our class selection includes:*

Boys to the Max (Boys Club)  
Mad Science  
Arts N Crafts  
Board Games  
All Boys Sports  
Computers  
Total Drama Rama (Spring)  
Tasty Pastry  
Young Chefs 1<sup>st</sup>-3<sup>rd</sup>  
DTES Food Truck 4<sup>th</sup> & 5<sup>th</sup>

Weird Scientist-New  
Pinterest Palooza  
All Girls Sports  
Blazerettes (DTES Dance Team)



### Daily Schedule

2:50 p.m. - 3:30 p.m.  
Roll call- Snack & Announcements  
3:30 p.m. - 4:45 p.m.  
Outside Play- Homework  
4:10 p.m. Line Up- Class Dismissal  
4:15 p.m. - 5:15 p.m. Classes  
5:30 p.m. All Classes Report to Café  
5:30 p.m. - 6:00 p.m. TV - Clean  
Up



## Fridays:

Fridays are always a jam-packed day at EDEP. Fun Fridays are planned based off of upcoming school events, calendar holidays, and program traditions. Fridays have a different schedule than other days and there is no homework or car pick-up provided. Fun Fridays are privileges and rewards and students who do not exemplify proper behavior as expected will not be able to participate.

## Snacks

A weekly calendar with listed snack will be emailed to parents. [REDACTED] We try to provide our students with a nutritious snack for our After School Program. Morning and afternoon snacks are provided in Summer Camp. Our snack calendar keeps parents up to date with snack and allows parents to provide an additional/substitute snack or juice for their child if the snack is not sufficient or suitable for your child.

Heavier snacks are provided on full days such as early release days. Parents/guardians must provide their child with a lunch during summer unless otherwise stated.



## Discipline

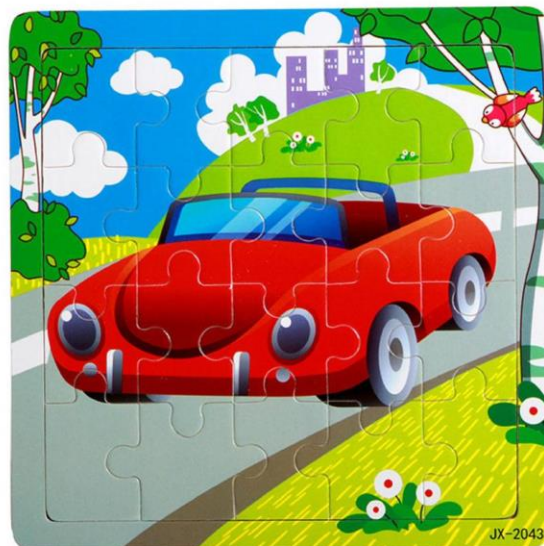
In order for us to provide a quality enrichment program for our children, as well as an environment conducive to cooperation and respect, all members of DeSoto Trail's Extended Day Enrichment Program's Staff utilize positive discipline practices. These practices and policies are consistent with, and conform to, our school's discipline policy. [REDACTED]

Children who constantly do not abide by the rules and are a disruptive to the class/ program will be removed from the special area and asked to sit out or not participate in our Fun Friday Festivities. If discipline practices such as non-punitive interactions, redirection, and/or time-out do not facilitate the appropriate behavior, parents of the student requiring special attention will be asked to attend a conference in order to discuss and assist in implementing measures needed to assure appropriate behavior and continued participation. If the student chooses not to, or cannot demonstrate appropriate behavior within the program, their behavior will be interpreted to mean that the student either does not have the capability or the desire to participate in the program.

At such a time, the student will be asked to leave the program by request of the Extended Day Enrichment Director. Should it be deemed the participant is capable, but chooses not to behave in an appropriate manner, **no refund** will be given

## Car Pick-Up

Car Pick-Up is an option we provide to our parents as a convenience. This service is provided Monday-Thursday at 5:30 p.m. This service is not provided during poor weather conditions for the safety of our students and staff. Car Pick-Up will be located at the front of the school. DTES EDEP has a text to pick-up option. Just simply text your name and child's name to the following number 850-296-7212, at least five (5) minutes prior to your arrival. Please parents no texting while driving and be sure to text at either a red light or corner. If you're coming to pick up your child during car pick-up, please add car pick-up to the text and we will have your child or children waiting at car pick up. Please do not text and drive! Safety First. You can also call that number and leave a message. We appreciate your understanding as we embrace the technological era.



## Contact Us:

**Jeriesha S.M Carter-Johnson, Program Director**

[carterj@leonschools.net](mailto:carterj@leonschools.net)

**Sarah Baker, Assistant Manager**

[Bakers1@leonschools.net](mailto:Bakers1@leonschools.net)

Our EDEP office is located in the back of the cafeteria and we always appreciate a friendly “Hello” or if you want to check up on your child.

Our office phone number is (850) 488-3316. Be sure to contact us with any concerns about your child, questions about the program, or to let us know of an absence in the program or a pick-up change.

If you're in a hurry, we offer a text ahead program to make sure your child is ready when you arrive. To use this program, simply text this number: **(850) 296-7212** and indicate which child you are picking up and about how far away you are.

Don't miss out on an easy, simple tool that will alert you when tuition is due. This new service is done through remind, It is a free, safe and simple messaging tool.

There are three ways of joining the DTES-EDEP group:

- 1) Text @dtesedep to 81010
- 2) Text @dtesedep to (850) 344-7854
- 3) Or if you like receiving through email, send email to [dtesedep@mail.remind.com](mailto:dtesedep@mail.remind.com)
- 4) Text @dtesedep to 81010
- 5) Text @dtesedep to (850) 344-7854
- 6) Or if you like receiving through email, send email to [dtesedep@mail.remind.com](mailto:dtesedep@mail.remind.com)



**Don't miss important DTES-EDEP updates, make sure you're on our listserv. To join please email our Director at [carterj@leonschools.net](mailto:carterj@leonschools.net).**

## Nondiscrimination Notification and Contact Information

“No person shall on the basis of race, color, ethnicity, national origin, religion, age, sex (including transgender, gender nonconforming and gender identity), marital status, disability, pregnancy, sexual orientation or genetic information be denied employment, receipt of services, access to or participation in school activities or programs if qualified to receive such services, or otherwise be discriminated against or placed in a hostile environment in any educational program or activity including those receiving federal financial assistance, except as provided by law.” No person shall deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code as a patriotic society.

An employee, student, parent or applicant alleging discrimination with respect to employment, or any educational program or activity may contact:

Dr. Kathleen L. Rodgers  
Equity Coordinator and Title IX Compliance Officer  
Leon County School District  
2757 West Pensacola Street  
Tallahassee, Florida 32304  
(850) 487-7306  
[rodgersk@leonschools.net](mailto:rodgersk@leonschools.net)

A student or parent alleging discrimination as it relates to Section 504 of the Rehabilitation Act may contact:

Dr. Alan Cox, 504 Specialist  
Leon County School District  
2757 West Pensacola Street  
Tallahassee, Florida 32304  
(850) 487-7190  
[coxa@leonschools.net](mailto:coxa@leonschools.net)