

DeSoto Trail Elementary School  
Extended Day Enrichment Program



# *Journey Across the Sea*



2018-2019 Program Booklet

\$30 Registration Fee

Mrs. Michele Keltner, Principal  
Mrs. Jeriesha Carter-Johnson, Director  
Ms. Priscilla Terry, Assistant Manager

5200 Tredington Park Dr.  
Tallahassee, FL 32309  
Office (850) 488-3316



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, 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 2018-2019 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, as well as the county.

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 TUESDAY before the start of the cycle. Regardless of how many days in advance the Tuesday prior falls to the start of the cycle, tuition is due on that day. Tuition will be considered late starting the following Wednesday and the late fee will be applied thereafter. A complete list of due dates and dates that each cycle covers can be found later 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. Feriestha Carter-Johnson*  
Program Director- EDEP



## Eligibility & Enrollment

Extended Day Enrichment Program participants must be school age and meet the basic entry-level criteria in the areas of self-care, communication, mobility, and social-emotional development. All participants must complete the Extended Day Enrichment Program registration form prior to participation.

## Arrival and Departure

For the safety and well-being of participants, each child MUST be signed in and out either by a parent/guardian, or another adult authorized in writing by the custodial parent. In order for a child to be released to an authorized adult, they MUST be **at least 18 years of age** and have a photo ID on their person. Parents who have legal documentation limiting the rights of one parent's access to the child must provide these documents to the EDEP program. Parent access to a child will not be denied without a copy of a court order. If there are concerns in which we need to be aware, please arrange to meet privately with the EDEP program manager.

## Before School Sign In

Before school is from 7:00 am until 7:45 am. **New Gate Attendant:** will sign students in at the Black Gate by the New Building. Before school Starts Daily at 7:00 a.m. until 7:45 a.m. – Any Before School students that arrive after 7:45.a.m. will need to enter through the front office to sign in. 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. **Any children dropped off before 7:00 AM will be removed from the Before School Program.**

## 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

Your child must be picked up by 6:00 pm at the LATEST. Otherwise, a late fee of **\$1 per minute** will be assessed. All fees assessed for late pick up must be paid prior to the start of the next cycle. If a child has not been picked up by 7:00pm, LCS Safety and Security office or the school's resource officer will be contacted for assistance.

## Return Checks

Returned checks are processed through the LCSB District Office. If your check is returned unpaid, the finance department will attempt to redeposit a second time. In the event your check is returned again, the district office will send it to the school's EDEP manager for collection. You will be notified and a return check fee of \$20 will be assessed, and services will be suspended until payment is made. If two checks are returned unpaid in a single school year, parents will be required to pay by money order for the remainder of the year.

## Credit Card Payments

In 2018, Leon County Schools debuted a new way to pay tuition for EDEP. Parents can now pay online using credit card via the LCS website! Follow the instructions below, enter your child's information, and payment will be submitted to our program. After paying online, you will be emailed a confirmation stating that you paid. This is your receipt, and must be printed and turned into front desk to avoid any late fees in the event we do not receive payment on time.

1. Go to the DeSoto Trail Elementary School homepage.
2. Under "Programs", select the "Extended Day" option.
3. In the center of the EDEP page, you will see a button labeled "Make a Payment". Click on the button to load the payment portal.
4. Fill out the payment form, making sure to enter everything correctly.
5. Submit payment.
6. Print the payment confirmation sent to your email, and submit it to Front Desk.

## 2018-2019 Tuition Schedule

Cycle 1: August 13- September 6  
 Cycle 2: September 7- October 3  
 Cycle 3: October 4- October 30  
 Cycle 4: October 31- December 3  
 Cycle 5: December 4-January 11  
 Cycle 6: January 14- February 7  
 Cycle 7: February 8- March 6  
 Cycle 8: March 7-April 9  
 Cycle 9: April 10- May 6  
 Cycle 10: May 7- May 31

Payment Due: **Upon Registration**  
 Payment Due: **Tuesday September 4<sup>th</sup>**  
 Payment Due: **Tuesday October 2<sup>nd</sup>**  
 Payment Due: **Tuesday October 30<sup>th</sup>**  
 Payment Due: **Tuesday November 27<sup>th</sup>**  
 Payment Due: **Tuesday January 8<sup>th</sup>**  
 Payment Due: **Tuesday February 5<sup>th</sup>**  
 Payment Due: **Tuesday March 5<sup>th</sup>**  
 Payment Due: **Tuesday April 9<sup>th</sup>**  
 Payment Due: **Tuesday April 30<sup>th</sup>**

## Before School & After School Rates:

| 5 Days              | 4 Days                 | 3 Days                 | 2 Days                 | Drop-in            | Before School         |
|---------------------|------------------------|------------------------|------------------------|--------------------|-----------------------|
| 1 Child<br>\$170    | 1 Child<br>\$155       | 1 Child<br>\$125       | 1 Child<br>\$95        | 1 Child<br>\$20.00 | \$60 Per Child /Cycle |
| 2 Children<br>\$323 | 2 Children<br>\$249.50 | 2 Children<br>\$237.50 | 2 Children<br>\$180.50 |                    |                       |
| 3 Children<br>\$476 | 3 Children<br>\$434    | 3 Children<br>\$350    | 3 Children<br>\$266    |                    |                       |
| 4 Children<br>\$629 | 4 Children<br>\$573.50 | 4 Children<br>\$462.50 | 4 Children<br>\$351    |                    |                       |

## Payments and Fees

Fees are to be paid in full by the appropriate due date each cycle. If this is not financially feasible, participants must pay the drop in rate each day of participation. No other method of fee payment has been approved. All payments made after the program's due date must include a \$10.00 late payment fee.

**Children will not be permitted to attend the EDEP program each cycle until payment is received.**

All monies received for payments must be in the form of check, money order (payable to *Leon County Schools*), or via credit/debit card using the LCSB EDEP payment portal. No cash will be accepted.

## Discounts:

- A 25% discount off the full day rate 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.**
- Only one discount is available per child

## Refunds

No refunds are permitted after the first week of participation, except for documented cases of prolonged illness (two weeks or longer) or family relocation. No refunds will be allowed for any reason on money received for summer camp, activity fees or registration fees. **Refunds must be requested in writing.**

## Project Care Scholarships

Children who qualify for free or reduced lunch may receive a subsidy to the extent funds are available. Space is limited and scholarships are provided on a first come, first served basis. See your school's EDEP manager for details.

## 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.

## Illness/Medication

Should a child become ill while participating in the Extended Day Enrichment Program, parents will be contacted to pick up the child. No child may be dismissed from the school's clinic to attend the After School Program. Whenever a child is to be given prescription or over-the-counter medicine during EDEP hours, the parents must provide a separate *Medication Authorization Form* to the EDEP program. All medications must be provided in the original container, labeled with the student's name, name of the medication, and the time and exact dosage to be given.

## 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



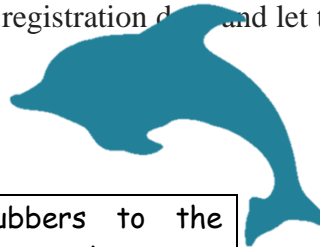
Our homework club rules are as follows:

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:

|      |   |
|------|---|
| 2:50 | K-Club counselors escort K-Clubbers to the cafeteria wall facing the Kindergarten classrooms and take attendance. |
| 3:00 | K-Club goes to the undercover patio for a group bathroom break before they start the day.                         |
| 3:15 | K-Clubbers are taken to the Klubhouse for a snack and a cup of water.   |
| 3:30 | Outside Play (If weather permits)   |
| 4:00 | Daily Activities (See weekly schedule)  |
| 5:30 | Regroup in cafeteria for a movie.   |
| 6:00 | Program Closes 😊  |



Monday  
Dance Off Mondays  
Tiny Gym Tumbling  
Guest Speakers

Tuesday  
Arts & Crafts

Wednesday  
Computer Lab  
Outdoor Activities

Thursday  
Hands-On Activities:  
Cooking  
Science Experiments

Friday  
Fun Fridays  
Star Parties

**Star Parties** are held every four weeks for students with good behavior. A star chart is sent home daily with each student, with a note about their behavior that day.



= Good behavior!



= Needed to be redirected, but behavior improved.



= Repetitive negative behavior.

**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  
 Warner Soccer  
 Cookie Madness-New  
 Young Chefs 1<sup>st</sup>-3<sup>rd</sup>  
 DTES Food Truck 4<sup>th</sup> & 5<sup>th</sup>  
 Gymnastics 101

Jewelry & Gems-New  
 Titus/Champions  
 Weird Scientist  
 Slime 101  
 All Girls Sports  
 Blazerettes (DTES Dance Team)  
 Unicorn Life-*It's Back!*  
 Crazy Candy Chefs-New  
 Healthy Habits-*It's Back!*  
 Pinterest Palooza  
 Tie-Dye Times

Daily Schedule  
 2:50 p.m. - 3:30 p.m.  
 Roll call- Snack & Announcements  
 3:30 p.m. - 4:10 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. Movie & Clean Up



## **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 back 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.

## **Discipline**

To achieve the goal of providing quality enrichment activities for children in an environment of cooperation and respect, positive discipline practices are utilized by all members of the Extended Day staff. These policies and practices are consistent with and conform to the school's discipline policy. If normal discipline practices such as non-punitive interaction, redirection and time-out do not facilitate the appropriate behavior, parents of students requiring special attention will be asked to join us in a conference to discuss and assist in implementing measures to assure appropriate behavior and allow continued program participation. If a student chooses not to, or cannot, demonstrate appropriate behavior within the program, the behavior will be interpreted to mean that the student does not have either the faculty or desire to participate in the program. At such time, the student will leave the program at the request of the Extended Day Enrichment Program Coordinator. Should it be deemed that the participant is capable, but chooses not to behave in an appropriate manner, no refund will be given.

## **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**

Nutritious snacks are provided in the Afterschool program daily. Breakfast is provided daily in the Before School program. Lunch is not provided on full days, such as summer camp and activity days, unless otherwise stated. Parents/guardian must provide their child with a lunch on these days. Our snack calendars are posted on the DeSoto Trail EDEP Website every month.

## **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.



## Contact Us:

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

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

**Priscilla Terry, Assistant Manager**

[terryp2@leonschools.net](mailto:terryp2@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).**



**Insurance:** Leon County Schools EDEP does not carry accident insurance on its participants. It is the parent's responsibility to carry adequate accident insurance. Such a policy is available through Leon County Schools. Check with your school's secretary for an application.

*“The Leon County School District does not discriminate against any person on the basis of sex (including transgender status, gender nonconforming, and gender identity), marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability, or genetic information.”*

### **Nondiscrimination Notification and Contact Information**

“No person shall on the basis of sex (including transgender, gender nonconforming and gender identity), marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability 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, Assistant Superintendent  
Equity Coordinator (Students) 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)

Deana McAllister, Labor and Relations  
Equity Coordinator (Employees)  
(850) 487-7207

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

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

Karin Gerold, 504 Specialist  
(850) 487-7160

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

