



# Getting Ready for Kindergarten

2020-2021

DeSoto Trail  
Elementary School



## WELCOME TO DESOTO TRAIL ELEMENTARY

**Michele C. Keltner, Principal**  
**Dr. Cassandra J. Poole, Assistant Principal**

5200 Tredington Park Drive  
Tallahassee, FL 32309  
Office Phone (850) 488-4511  
Fax (850) 487-1623

### School Office Staff:

Secretary — Melissa Bruner  
Registrar — Jamie Yeargan

**First Day of School is  
Monday,  
August 10, 2020**

### Registration Process:

1. Visit [www.leonschools.net/register](http://www.leonschools.net/register)
2. Register for a Parent Account
3. Add your child to your account
4. Email required documents to our register ([yearganj@leonschools.net](mailto:yearganj@leonschools.net))

### Documentation Needed To Enroll Your Child:

- Birth Certificate issued by Office of Vital Statistics
- Proof of Health Examination from physician's office
- Certificate of Immunizations from physician's office or County Health Department
- Two (2) proofs of residence such as:
  - (a) rental/lease agreement, mortgage statement, homestead exemption, or property tax bill, **and**
  - (b) copy of recent utility bill, driver's license, voter registration card or insurance bill
- Court documents pertaining to custody, if applicable

### School Hours

8:25 AM to 2:50 PM



### Supervision Hours

7:45 AM to 3:20 PM

### Essential Websites

[www.leonschools.net/desototrail](http://www.leonschools.net/desototrail) — School Website  
[www.leonschools.net/dteslistserv](http://www.leonschools.net/dteslistserv) — ListServ Registration  
[www.facebook.com/desototraischool](https://www.facebook.com/desototraischool) — Facebook Page  
<https://volunteers.leonschools.net> — Volunteer Application  
[www.leonschools.net](http://www.leonschools.net) — School District Website



# DESOTO TRAIL ELEMENTARY

Michele C. Keltner  
*Principal*

Cassandra Poole  
*Assistant Principal*



May 2020

Dear Parents:

Welcome to Kindergarten! Just as seedlings need sun, fertile soil, and water to blossom, children need a positive, caring, and creative atmosphere in which to learn and grow.

All children need to feel accepted as they are. This allows your child to reach his or her highest potential. We encourage positive self-esteem and confidence by building on each child's strengths and interests. We help children to see how what they learn in school relates to everyday experiences. When children are understood and appreciated, they thrive.

We invite parents to become involved in school life. We believe in the importance of maintaining close communication between families and school staff. There are many things you can do to prepare your child for school. It is important to reinforce at home what your child learns at school.

Here are a few ideas:

- **Talk to your child.** The more a child can say, the easier it is for him or her to learn to read.
- **Listen to your child.** Encourage your child to tell you about the things he or she sees and does. Good talkers become good readers.
- **Read to your child.** Reading aloud becomes fun for the child and he or she soon wants to read on his or her own.
- **Make yours a reading home.** If your child sees you reading books, magazines, or newspapers, he or she will know that reading is an important value in your family.
- **Take your child places.** Going to parks, on walks, to museums, or to stores all help to give your child new interests. Make these outings valuable to your child by pointing out interesting sights and discussing them. Ask him or her questions and LISTEN to the answers.
- **Provide opportunities** for your child to play with other children.

At DeSoto Trail Elementary, our goal is for every child to have a successful learning experience. Commitment to excellence is accomplished when families and schools work together purposefully, with mutual respect and trust, in the pursuit of educational excellence for their children.

We are happy to have you with us and look forward to meeting you personally when school begins. We are confident that it will be a rewarding and successful experience for you and your child.

Sincerely,

A handwritten signature in cursive script that reads 'Michele C. Keltner'.

Michele C. Keltner  
Principal

## DESOTO TRAIL ELEMENTARY SCHOOL

### 2020-2021 SCHOOL HOURS 8:25 AM — 2:50 PM

#### ORIENTATION DAY

- Thursday, August 6, 2020 from 1:30 PM — 3:00 PM.
- Classroom rolls will be posted in the covered area.
- Students with incomplete registration packets will **not** be placed on classroom roll.
- Contact the School Office for any enrollment-related questions.
- Cafeteria will be open for anyone interested in placing lunch money in account.
- Booths will be set up in the cafeteria with information on volunteer activities.

#### BUSES

- Bus route schedules will be posted in the August “Back to School” issue of the Tallahassee Democrat; also available on Leon County Schools website, [www.leonschools.net](http://www.leonschools.net).
- Classrooms will have a copy of bus route schedules on Orientation Day.
- First week of school as children get off the bus, Assistant Principal and volunteers will be putting colored dots on each child to correspond to the “color” bus the child will be riding. Volunteers will also walk the children to the bus loading area at dismissal time.
- Teachers will have a transportation poster displayed near the exit door with modes of transportation.

*Transportation changes must be in writing when different than set method of departure.*

#### CAR DROP-OFF/PICK-UP

- Volunteers will help children to their classrooms the first week of school.
- Park in the parking lot accessed off Tredington Park Drive and walk your child to the cross walk.
- Please follow flow of traffic for drop-off and pick-up.
- Do **not** park in back parking lot as this lot is for buses, Pre-K and faculty/staff only.
- Children will not be allowed to walk to a parked car without a parent escort.
- Before school supervision begins at 7:45 AM. Students arriving between 7:45 AM — 8:00 AM should report to the cafeteria. After 8:00 AM, students should report to the Kindergarten playground to be picked up by their teacher at 8:25 AM.
- No student should arrive before 7:45 AM unless they are enrolled in before school care.
- First bell rings at 8:25 AM. Students arriving between 8:25 AM and 8:30 AM should report directly to their classroom.
- Tardy bell rings at 8:30 AM. **After 8:30 AM, parent is to walk child to the school office for tardy pass to enter class.**
- School dismissal time is 2:50 PM for buses, walkers, and car riders.
- *Transportation changes must be in writing when different than set method of departure.*

#### CLINIC

- School clinic is staffed with a trained school health care assistant.
- Medications, prescription or non-prescription, **are not** to be transported through student. An adult must come by the school clinic to drop off meds and fill out **Administration of Medication Permission** form.
- It is vital that we know of any medical problems, such as food allergies, chronic conditions, etc.
- *Please keep current work, home, and cell phone numbers in the school office.*

## OFFICE

- School Office Hours: 7:45 AM — 4:15 PM
- Telephone Number: (850) 488-4511
- Fax Number: (850) 487-1623
- After School: (850) 488-3316
- Guidance Office: (850) 488-1757
- Cafeteria: (850) 488-8435
- Absentee Line **(850) 488-9971** to report absence for the day.
- Notify day care/after school of any absences from school, or of any transportation changes.
- ALL visitors are to check in at the school office and show valid driver's license for scanning.

## CAFETERIA

- Your child will be given a unique barcode number that will be scanned when purchasing breakfast or lunch in the cafeteria.
- LABEL check and LABEL envelope with child's name and teacher.
- Make checks payable to DeSoto Trail Elementary School..
- Cafeteria prices: Student lunch is \$2.00, adult lunch is \$3.00. Milk may be purchased for \$0.50. Student breakfast is \$1.00. *(Prices subject to change.)*
- Weekly or monthly purchases of lunch is preferred.
- Three day charges allowed; cheese sandwich and milk will be served if at limit of charges.
- Menus are posted on the Leon County Schools website ([www.leonschools.net](http://www.leonschools.net)) under "Quick Links." You can also find weekly menu information in the Tallahassee Democrat on Tuesdays and on the DeSoto Trail website ([www.leonschools.net/desototrail](http://www.leonschools.net/desototrail)).
- DeSoto Trail has a nut-free kitchen and Leon County Schools menu will not contain nuts for DTES. However, we are not a nut-free school and cannot be responsible for items sent from home.
- Contact cafeteria manager at Ph. 850/488-8435 between the hours of 9:30 AM—10:30 AM and 1:00 PM and 2:00 PM.

## EXTRA CLOTHES

- Put underwear, shirt, pants, and socks in plastic baggie in backpack.
- Soiled clothes will be returned in baggie; remember to send back clean clothes.

## SPECIAL AREAS

- Rotate daily at same time each day: Physical Education, Art, and Music. Guidance/Media will rotate each 9 weeks.

## OTHER HELPFUL INFORMATION

- **Label all jackets, coats, sweaters, lunch boxes, backpacks, etc.**
- Lost and Found will be set out in covered area between Art and Music Room every two weeks, then boxed up and sent to Goodwill. See Trailblazer Newsletter for dates.
- Students are allowed adult lunch visitors. Please notify teacher prior to lunch date and remember to stop by the school office to sign in.
- Join Listserv for weekly school-wide activities at [www.leonschools.net/desototrail](http://www.leonschools.net/desototrail), scroll down and follow the directions.
- A Volunteer Application must be completed to volunteer in Leon County Schools.
- Always sign in at the school office when you arrive on campus.

## FIELD TRIPS

Throughout the school year, educational field trips will be planned for the students.

- Parent chaperones are assigned small groups of children to help with supervision.
- For the safety of ALL students, parents are required to chaperone without other siblings.
- Parents or other adults chaperoning field trips must complete and submit a Volunteer Application form two weeks prior to scheduled field trip. Applications are available online at [www.leonschools.net](http://www.leonschools.net).
- All students are required to have on file an Application for Activity Participation form. School insurance is available for students with no insurance. Forms are available in the school office.
- Field trip t-shirts are required to be worn on all school field trips. Field trip t-shirts are available for purchase through the Guidance Office and/or School Store.



## TRAFFIC RULES

As an on-going safety concern, please observe these rules when dropping off and picking up your child:

- Arrive between 8:10 AM and 8:20 AM.
- Follow the instruction of staff, traffic guards and patrols.
- Stay in your car in the drop-off/pick-up area.
- Insist that your child exit your car on the sidewalk only.
- Cross only at the crosswalk.
- Stay off the grass and yellow curbs.
- Exit your parking space as soon as possible (between 8:10 AM — 8:25 AM).
- Do not go around cars in the parking lot.
- Be patient.
- Do not drop-off/pick-up your child at the back of the school. **The back ramp is for buses and pre-kindergarten drop-off/pick-up only.**

Thank you for putting the safety of our children first!





## SCHOOL SUPPLIES

A school supply list is provided with student registration information. Please bring items labeled with student's name on the first day of school.

In addition, we will be asking parents to purchase a Kindergarten Bundle which includes our Star Notebook (similar to a daily planner), a field trip t-shirt, and our Primary Journal. Payment envelopes will be available in the classroom at Orientation Day.



## ATTENDANCE

**Florida law requires parents to notify the school when a child is absent.** The law allows **excused** absences for illness or medical care, death in the family, religious holidays, and certain other **prearranged** special circumstances approved by school administration.

### Reporting Absences/Tardies

Please report your child's absence or tardy by either calling the attendance line at 488-9971 or writing a note and dropping it off in the school office.

### Trips

Students who are absent for an "educationally valuable experience" (other than a field trip or school-sponsored function or activity) may receive an excused absence if the following criteria are met:

- A written request, identifying the educational benefits, must be submitted by the parent/guardian.
- Must be pre-approved at least one week in advance by the principal.
- Students are responsible for work missed during this absence.

### Religious Holidays

Excused absences for religious holidays must be approved in advance by administration. Please complete and submit to Mrs. Keltner for pre-approval the Religious Holidays Exemption Request found on our school website under "School Information" and then "Forms."

### No "Free" Absences

There are no "free" unexcused absences or tardies. Unexcused absenteeism (including tardies meaning late arrivals or early departures) sufficient enough to jeopardize academic progress at the elementary level is defined as a student being absent (or tardy) without an acceptable reason five (5) times in a calendar month or ten (10) times in a 90-calendar day period.

# DESOTO TRAIL ELEMENTARY

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Michele C. Keltner  
*Principal*



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Cassandra Poole  
*Assistant Principal*

May 2020

Dear Parents:

We would like to introduce you to a system our school utilizes to help protect our children — it's called V-soft. V-soft helps track visitors, students, faculty, contractors, and volunteers at our school, thus providing a safer more monitored environment for the students.

When visitors, volunteers, or contractors check-in, or parents come to volunteer on campus, they will be asked to present a valid state-issued ID for entering the system. The system has the ability to provide alerts on people who may jeopardize the safety of the campus.

We feel certain this will help us keep our campus a little safer, and ask for your cooperation in presenting your valid state-issued ID when checking in at the school. Thank you in advance for your help in this matter.

Sincerely,

A handwritten signature in cursive script that reads 'Michele C. Keltner'.

Michele C. Keltner  
Principal



## Leon County Schools General Clinic Information

It is hard on a parent when his/her child is not feeling well at school. Parents are busy, and it always seems to be the worst possible time when you receive a call from the school saying your child is not well.

When a student comes to the clinic, we first try to determine what the problem is. We see lots of headaches and stomachaches. Most of the time, we take a temperature, let the student rest for 15-20 minutes, and the student is sent back to class, as long as there is no fever. There are times when the child does not seem to think she/he can make it the rest of the school day. We then call the parent and inform them of his/her child's condition and let him/her talk with the child. The parent can then make a decision regarding the care of his/her child.

Sometimes we have a child who has a "nervous stomach", or something does not agree with him/her at lunch and he/she vomits. As best as we can, we try to determine if the child is truly ill, but generally, when he/she vomits, you will be called to pick your child up from school. Also, if your child has a fever of 100 degrees or higher, you will be called to come and get him/her. If your child wakes up in the morning with a fever, please do not give Tylenol or Advil and send them off to school. Most of the time, the medicine will wear off and you will be contacted to come pick up your child because the fever has returned. ***School Board policy states that your child must be fever-free for 24 hours before returning to school per the American Board of Pediatrics.***

There are a few other conditions for which students must be sent home: head lice, persistent diarrhea, rashes of unknown origin, etc. If you are new to the school, do not be surprised when your



child comes home and says he/she was checked for head lice. Periodically, school-wide checks are done. Leon County Schools has a NO NIT policy. If your child has head lice, he/she must be treated and all nits must be removed before your child may return to school. You must bring your child to the clinic to be checked before he/she can return to class (please do not send them on the bus).

We are not allowed to give your child any medication for bumps or scrapes. The wound is cleaned with soap and water and a bandage is applied. Also, it is amazing how many clinic ailments are "cured" with a small bag of ice.

We do not call the parent every time a student is in the clinic. Most of the time, it is for something very minor, and your child can quickly return to class. However, if your child is seriously injured or ill, we will call you. Therefore, it is **EXTREMELY IMPORTANT** to keep current work and home phone numbers in the school office. If you are going out of town for a period of time, please send a letter providing us with the names of the persons responsible for the care of your child in your absence.

Our goal is to have a safe, healthy, and happy school year. Please stress to your children the importance of proper hand washing. Please do not send sick children to school to infect others. If you have any questions concerning medications or the school clinic, please contact the school clinic personnel.

## Leon County Schools Medication Information

Below are key points of the Leon County Schools medication policy:

- Only medications that are **medically necessary** for school attendance will be accepted. Most medications can be given at home.
- **Medication must be transported to and from school by the parent/guardian, not the child.**
- All medications must be within the **expiration date**. In addition, all medications must be in their original packaging (i.e., prescription bottle from pharmacy or all manufacturer's packaging including outer carton with dosage information). This includes non-prescription medication as well.
- Medication and doses of medication must be **age-appropriate**. Some non-prescription medications are not recommended for children. Check the box/bottle for this information.
- Parents may not provide the school with a supply of medication "in case the medicine was forgotten and not given at home".
- Please do not supply large quantities (i.e., no bottles of 100).
- Medications containing aspirin (aspirin products, Pepto Bismol, etc.) will not be accepted without a physician's written order, due to the association with Reye Syndrome.
- Only FDA-approved medications will be accepted. No vitamins, nutritional supplements, etc., will be accepted without a written order from the physician.
- The parent/guardian must complete a Medication Permission Form for each medication. Emergency medications may require additional forms to be signed by the child's physician. New forms must be completed each school year.
- Parents may not change the dose or time of administration of a prescription medication. A written order from the physician or a new prescription bottle reflecting the change is required.
- Students requiring over-the-counter (OTC) medicine for a temporary medical condition (i.e., cough and cold medicines, pain relievers, allergy medicines, skin conditions, etc.), do not need a written health care provider order for the first five (5) days of medicine administration, although the Medication Permission Form shall be completed by the parent/guardian. If the non-prescription medicine is needed for more than five (5) days, a written health care provider's order is required.
- Students who take medicine and who are going on an extended day/overnight field trip (i.e., a trip that is longer than the school day) must have a separate permission form for each medication to be given on the trip. A Medication Permission Form for extended day/overnight field trips must be completed by the parent/guardian, even if the student is already receiving medication at school. A separate supply of medication must be supplied by the parent for the trip. If asked, a pharmacist will provide an extra labeled prescription bottle for this purpose.



## THE KINDERGARTEN PROGRAM

At DeSoto Trail, the kindergarten program is designed to develop children's knowledge and skills in all developmental areas: physical, social, emotional and intellectual. Teachers help children "learn how to learn" and establish a foundation for lifelong learning. Students are viewed as individuals and the instruction is responsive to individual differences in ability and interests.

Our adopted reading program, McGraw-Hill *Wonders* lays the foundation for reading success. This series includes instruction for oral language, letter names, concepts about print, writing, phonics, high-frequency words (sight words), vocabulary, and comprehension skills and strategies. Wonders Reading incorporates daily opportunities to read aloud a wide range of texts, using both narrative and expository material. Reading aloud (shared reading) is critical to promoting children's success with literacy. Listening to stories develops valuable concepts of print and other pre-reading skills and increases vocabulary development. During small group guided reading time, children will meet with their teacher to work on skills such as letter sounds, sight words, and comprehension. Our goal is to make sure that every child will develop a love for reading so that it will become a part of his/her daily life.

Our math series *Go Math! Florida*, by Houghton Mifflin Harcourt, is specifically written to address the Florida State Standards. The program incorporates hands-on experiences with math manipulatives, cooperative learning, technology, direct instruction, and independent practice.

Center activities are chosen from subject areas to reinforce and enrich specific skills being covered in the curriculum. Children explore and discover through hands-on experiences related to art, literacy, math, and science activities. Computer and technology skills are integrated into the curriculum.

The kindergarten team welcomes all volunteer support! Parents are encouraged to share their time and ideas.





# DESOTO TRAIL ELEMENTARY

5200 Tredington Park Drive • Tallahassee, FL 32309

Phone 850/488-4511 • Fax 850/487-1623

Michele C. Keltner, Principal • Cassandra J. Poole, Assistant Principal



## Kindergarten Readiness Expectations

Prior to kindergarten, your child should be able to:

### Approaches to Learning

- Ask questions about things in the classroom.

### Social and Emotional Development

- Follow simple classroom rules and routines.
- Put materials away in designated places during clean-up time.
- Manage transitions (change activities or move place-to-place in an orderly manner).
- Play cooperatively with other children.
- Seek adult assistance appropriately.
- Seek adult help when needed to resolve conflicts.

### Language and Communication

- Ask questions and add information related to current topics of conversation.

### Emergent Literacy (Early Reading, Writing, Language, Listening, and Speaking Behaviors)

- Identify concepts of print
  1. Identify the front/back of the book.
  2. Identify the title of the book.
  3. Identify the first word on the page of a book.
- Comprehension
  1. Make predictions during a story.
  2. Answer questions about story elements (who, where, what happened, etc.).
  3. Retell a story or experience (telling, drawing, and dramatic play).
- Writing
  1. Use scribble to convey a message.
  2. Use known letters and approximations of letters to represent written language.
  3. Write own name (e.g., first name, last name), not necessarily with full correct spelling or well-formed letters, using capital and lower-case letters.
  4. Identify a minimum of ten lower- and upper-case letters of the alphabet.

5. Recognize written name.
6. Recognize basic category labels used in classroom.

### **Mathematical and Scientific Thinking**

- Number Sense
  1. Point one-to-one while counting objects to ten or higher.
  2. Count two different sets of objects (10 through 15) and determine which set has more or less.
- Number and Operations  
Name “how many” are in a group of objects after counting up to ten objects.
- Patterns and Series of Patterns
  1. Create simple patterns using colors, shapes, or sounds.
  2. Distinguish between a pattern and a non-pattern.
  3. Sort objects into groups by one attribute (color, shape, size, etc.).
- Geometry
  1. Identify circles, squares, rectangles, and triangles in various forms.
  2. Build shapes with objects (i.e., craft sticks, play dough, etc.).
- Spatial Reasoning  
Place objects above, below, next to, beside, inside, or outside.
- Measurement  
Answer simple questions about real and pictorial graphs.

### **Scientific Thinking**

- Inquiry  
Describe observations using simple tools, such as a magnifying glass or magnets.

### **Social Studies and the Arts**

- Human Interdependence  
Give simple explanations of what community workers do.
- Expression and Representation
  1. Use a variety of materials (i.e., crayons, various sized pencils, clay, markers) to create original work.
  2. Respond to music of various tempos through movement.

### **Motor Development**

- Gross Motor Development  
Run, jump, kick, and throw during play.
- Fine Motor Development  
Use fine motor tools without assistance (i.e., scissors, markers, various sized pencils, tape, clothes pins).

## HELPFUL SKILLS CHECKLIST

### How many can your child do?

- I can say my first and last name.
- I can write my first name.
- I know my birthday, address, and phone number.
- I can recognize my own printed name.
- I know how to use zippers, shoelaces, and buttons, and can take my outer garments on and off.
- I know how to use a handkerchief or tissue and can ask for one.
- I can go to the restroom without help.
- I know what to do (and what not to do) with crayons, paste, and scissors.
- I can take responsibility for my own actions. (If I spill something, I can clean it up.)
- I can listen and sit quietly while others are talking.
- I can share things, take turns, and play by the rules.
- I can name basic colors.
- I can name and count numbers 1 to 10.
- I can identify missing parts of a picture.
- I can identify pictures of common objects.
- I can recognize most letters of the alphabet.
- I respect other people's property.
- I respect adults.



## READING TIPS FOR PARENTS OF KINDERGARTNERS

Play with letters, words, and sounds! Having fun with language helps your child learn to crack the code of reading. The tips below offer some fun ways you can help your child become a happy and confident reader. Try a new tip each week. See what works best for your child.



- **Talk to your child.** Ask your child to talk about his day at school. Encourage him to explain something they did, or a game he played during recess.
- **Say silly tongue twisters.** Sing songs, read rhyming books, and say silly tongue twisters. These help children become sensitive to the sounds in words.
- **Read it and experience it.** Connect what your child reads with what happens in life. If reading a book about animals, relate it to your last trip to the zoo.
- **Use your child's name.** Point out the link between letters and sounds. Say, "John, the word *jump* begins with the same sound as your name, *John, jump*. And they both begin with the same letter, J."
- **Play with puppets.** Play language games with puppets. Have the puppet say, "My name is *Mark*. I like words that rhyme with my name. Does *park* rhyme with *Mark*? Does *ball* rhyme with *Mark*?"
- **Trace and say letters.** Have your child use a finger to trace a letter while saying the letter's sound. Do this on paper, in sand, or on a plate of sugar.
- **Write it down.** Have paper and pencils available for your child to use for writing. Working together, write a sentence or two about something special. Encourage your child to use the letters and sounds he or she is learning about in school.
- **Play sound games.** Practice blending sounds into words. Ask "Can you guess what this word is...m — o — p?" Hold each sound longer than normal.
- **Read it again and again.** Go ahead and read your child's favorite book for the 100th time! As you read, pause and ask your child about what is going on in the book.
- **Talk about letters and sounds.** Help your child learn the names of the letters and the sounds the letters makes. Turn it into a game! "I'm thinking of a letter and it makes the sound mmmmmmmmmmmmmmmmm."