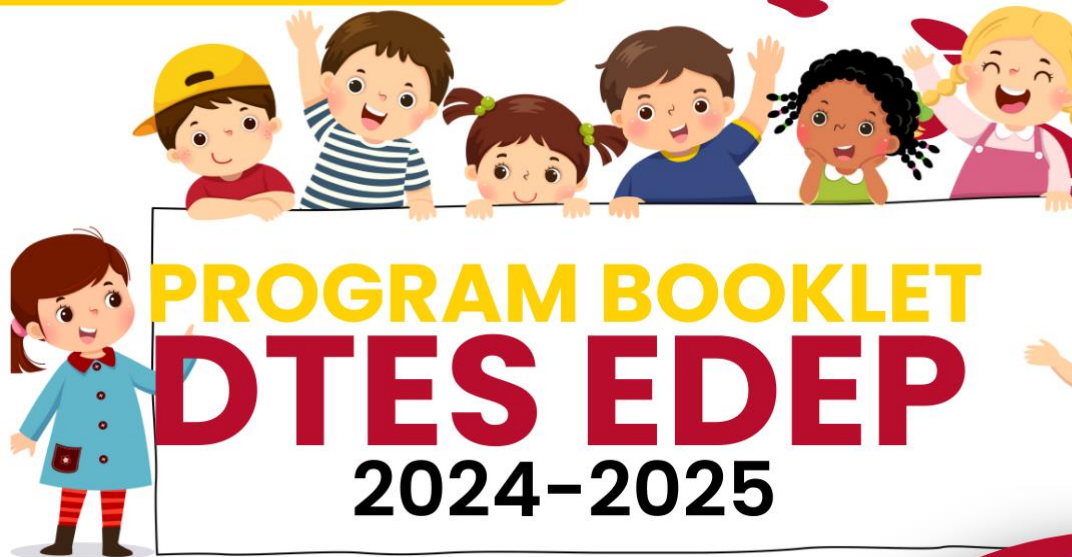




DESOTO TRAIL ELEMENTARY



**Mrs. Michele Keltner, Principal**  
**Mrs. Jeriesha Carter-Johnson, Director**  
**Ms. Shemyia Stephens, Assistant Manager**



**Welcome to the Desoto Trail Elementary 2024-2025 Extended Day Program. The purpose of this booklet is to give an overview of our EDEP Program. We hope any questions you may have will be answered within. Thank you for being supportive as we try to provide a safe EDEP Program.**

**Stay Safe, Stay Trailblazing,  
Mrs. Carter-Johnson, EDEP Director**

### **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.

***For the safety of our student & parents: parents are not permitted inside student areas i.e. cafeteria, classrooms, at this time.***

### **Before-School Sign-In**

Before-School is from 7:00 am until 7:45 am. **Morning Check-in:** Parents will park and ring the doorbell at the Black gate in the bus loop to be let in. Parents will sign students in at the double doors of the cafeteria by the 100 Building.

**Free breakfast will be served for all students in the Cafeteria.**— 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.**

### **After-school Sign-Out**

After-school begins when the dismissal bell rings at 2:50 PM and ends promptly at 6:00 PM sharp. All parents/guardians must report to the cafeteria between 2:50 PM and 5:30 PM OR car pickup at the back of the school after 5:30 PM to sign your child out. **All parents/guardians must have their I.D. to pick-up their child.** **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 and inclement weather. 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 before child returns to E.D.E.P the next day. 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.

### **Returned 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.

### **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.

### **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. ***Children must be fever free for 48 hours prior to returning to the EDEP 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.

Q. What will happen if a child appears ill while at EDEP?

A. The student will be sent to a clinical area for assessment. If the student has a fever or appears ill, they will be placed in a safe, distanced area to await parent pickup.

Q. What do I do if my child has a fever?

A. New procedures are that a child must be fever free for 48 hours before returning to school/ EDEP.

Q. Will my child need a doctor's note to return to school after having a fever?

A. No.

Q. Will I be notified if another student tests positive for COVID-19 in my child's group or EDEP?

A. Not necessarily. Due to HIPAA regulations, the health department or school official will notify only those who were determined by an interview to self-quarantine.

### **FACE COVERING POLICY**

Face masks are optional for all students. If you would like your child to wear a mask it is their responsibility to keep their mask on.





# Step-by-Step Guide for Parents

Getting started with e~Funds for Schools Mobile Website



## CREATING A NEW ACCOUNT

1. Visit the website that was provided to you by your school district.
2. Click on Create an Account.
3. Provide Requested Information.
4. Click Create Account.



## ACCOUNT MANAGEMENT – STUDENTS

1. Log into your account.
2. Select Manage Students under Manage Account.
3. Enter student Last Name and Family or Student ID#.
4. Select Add Student(s).
5. Repeat steps 2-4 to add additional students.



## ACCOUNT MANAGEMENT - PAYMENT INFORMATION

1. Log into your Account
2. Select Payment Methods under Payment Settings.
3. Select New Credit Card or New Direct Debit to add new payment information.
4. After entering all required information, read Consent and select Add to save information to account.

## MAKE A PAYMENT

1. Select type of payment you would like to make.
2. Select student.
3. Enter amount of payment.
4. Select Begin Checkout.
5. Choose payment method or enter new method.
6. Review items and total.
7. Select Pay Now.



5 Days	4 Days	3 Days	2 Days	Drop-in	Before School
1 Child \$195	1 Child \$180	1 Child \$150	1 Child \$120	1 Child \$25	1 Child \$80
Sibling Rate \$175.50	Sibling Rate \$162	Sibling Rate \$135	Sibling Rate \$108		Sibling Rate \$72
\$370.50 2 Kids total	\$342 2 Kids total	\$285 2 Kids total	\$228 2 Kids total		<b>Drop In:</b> 1 Child \$20 per morning
<b>Registration:</b> <b>\$35.00</b> No Discount on registration fee					
Students that are children of <b>Full Time DeSoto Trail Faculty</b> may drop in for 20% off the Drop-In rates					

**DON'T FORGET**

#	Start Date	End Date	Tuition Due Date
<b>Cycle 1</b>	08/12/2024	09/05/2024	Before August 12th
<b>Cycle 2</b>	09/06/2024	10/01/2024	Tuesday, September 3rd
<b>Cycle 3</b>	10/02/2024	10/29/2024	Monday, September 30 <sup>th</sup>
<b>Cycle 4</b>	10/30/2024	12/02/2024	Tuesday, October 22nd
<b>Cycle 5</b>	12/03/2024	01/13/2025	Tuesday, November 19th
<b>Cycle 6</b>	01/14/2024	02/07/2025	Thursday, January 9 <sup>th</sup>
<b>Cycle 7</b>	02/10/2025	03/06/2025	Tuesday, February 4 <sup>th</sup>
<b>Cycle 8</b>	03/07/2025	04/09/2025	<b>Tuesday, March 4<sup>th</sup></b>
<b>Cycle 9</b>	04/10/2025	05/06/2025	Tuesday, April 8 <sup>th</sup>
<b>Cycle 10*prorated</b>	05/07/2025	05/23/2025	<b>Monday, May 5th</b>

## 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 and verification of qualifying before offering this rate.**
- Only one discount is available per child
- **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.

**DISCLAIMER:** The EDEP assumes no responsibility for incorrect information entered by customers. Customers are responsible for ensuring payments are made in sufficient time to meet required deadlines. Customers are responsible for printing and retaining the confirmation of their payment. **Payments received after 6:00pm will be credited the next business day and may have a late fee applied.** Failure to understand any information provided herein will not constitute grounds for waiver of any penalties.

## 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.

## Student Sick Protocol

If a student is displaying one or more of the following symptoms...

- 100 degree or higher temperature
- Repeated and exaggerated cough
- Chills
- Severe fatigue
- Complaining of flu like symptoms (nausea, headache, muscle aches)

The student will be sent to an isolated area and made as comfortable as possible.

You will receive a call to come and get your child. Please monitor your child's health carefully, consult your physician or the Health Department if needed. Your child will need to be 48 hours fever free before returning to school.

## K-Club Daily Schedule

2:50 p.m. - 3:30 p.m	Roll call- Snack & Announcements
3:30 p.m. – 4:10 p.m	Activity Time
4:10 p.m.	Transition Time
4:15 p.m. – 5:15 p. m.	Activity Time
5:30 p.m - 6pm	Café for Dismissal

### Monday

Outside play and centers.

### Tuesday

Arts and crafts

### Wednesday

Coloring Time

### 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.



## Grades Daily Schedules:

This year every grade will have their own assigned area where they will eat take roll, eat snack, & do most activities.

### Daily Schedule

2:50 p.m. - 3:15 p.m. **Roll call- Snack & Announcements**  
3:15 p.m. – 4:00 p.m. **Outside Play/Homework**  
4:00 p.m. – 4:10 p.m. **Transition Time**  
4:15 p.m. – 5:15 p. m. **Daily Activity**  
5:00 p.m. – 6:00 p. m. **Movie & Clean Up in Areas**

## Mondays :

Every Monday is Outside Play All Day.

## Tuesdays & Thursdays:

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 Tuesdays-Thursdays from 4:15pm-5:15pm. Once classes start, kids will have the opportunity to sign up for a new class every month. Parent emails & suggestions are not accepted.

### Class selections:

Baking Mania	Foodtruck	Team Sports	Electronic Mania
Blazerettes	Pinterest Palooza	Legoland	Board Games
Healthy Habits	Girls Sports	Young Actors	Obstacle Course
Lifesize Games	Boy Sports	Kids in Business	This & That

## 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 a privilege and a reward. Students who do not exemplify proper behavior as expected will not be able to participate. Themes for Fun Fridays can be found on the monthly snack calendars on our EDEP homepage. This year we will be doing our parties from a distance, each grade will have themed activities for their assigned area.

## Snacks

Pre-packaged snacks will be provided along with boxed/bottled drinks on a daily basis until further notice. Any child with any specific food allergy or diet will need to provide his or her snack daily. Breakfast is provided daily in the Before School program. 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.

## 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.

## **Expectations and Behavior Plan**

To achieve the goal of providing enrichment programs for children in an environment of cooperation and respect, all members of the E.D.E.P staff utilize positive discipline practices. These policies and practices are consistent and conform to the school's discipline policy. If these discipline practices do not facilitate the appropriate behavior, the child's parents will be asked to join in a conference. If a student chooses to demonstrate inappropriate behaviors within the program, their behavior will be interpreted to mean that the student does not have the desire to participate in the program. At such time, the student will leave the program at the request of the Program Director which may result in the child being moved to Digital Academy. Should it be deemed that the participant is capable, but chooses not to behave in an appropriate manner, no refund will be given.

Procedures, consequences and rewards need to be clearly defined, established and followed.

The following student rules are in effect, although additional rules may be made from time to time, especially for specific parts of the building and grounds or specific activities:

1. Follow the directions given by the counselor or activity leader.
2. Be respectful of others, yourself and the property.
3. Always remain with a counselor or activity leader.
4. Be responsible for your own belongings and respect the property that belongs to others, including the school.
5. Inside the building, walk.
6. During Attendance & Roll Call all students must remain seated and use inside voices unless otherwise directed to do otherwise.
7. Use appropriate language.
8. Keep your hands and feet to yourself.
9. In the van or bus, sit where the driver asks you to sit.
10. In the van or bus, remain in your seat with your seat belt fastened.
11. At the end of the day, say goodbye to your classroom teacher. (if you are not in their activity)
12. I will wear my mask during designated mask areas and if I am not able to social distance from other students.

### **WE WILL:**

Make sure to take the time to talk to each child involved in the incident.

Make sure the child understands what they did was incorrect and which rule was not followed before he/she is appropriately disciplined.

Assign the appropriate discipline.

### **Daily Discipline**

1<sup>st</sup> Strike: Reminder and Warning to stop the behavior

**WARNING:** If your child is not following the directions of a staff member, a verbal warning will be given to your child indicating they have a choice to follow directions or "take five" where they will sit apart from the group for five –ten minutes depending on grade. Sometimes a little break from the activity will help students regroup and regain focus.

2<sup>nd</sup> Strike: Time-out in the Chill Out Zone or Designated Time-out Area

K-2nd Grade: 5 minutes

3rd-5th Grade: 10 minutes

**TAKE FIVE:** If your child continues to choose not to follow the directions of a staff member, the staff member will let your child know that he or she needs to take five minutes apart from the group to regroup and try again.

If any of the following EDEP Rules are not followed by a student then a Yellow Behavior Alert will be issued.

1. Unacceptable Language
2. Not Following Directions
3. Disturbs Class/ Activity
4. Not keeping hands to myself
5. Disrespectful to other students
6. Disrespectful to staff
7. Other: \_\_\_\_\_

Possible Consequence: Loss of privilege or clean-up duty

(loss of privilege example: class, movie, or special activity...Guidelines given by EDEP administration)



### Monthly Discipline

If a child has three **Yellow Behavior** alerts sent home the child will be placed on a two-day in-school suspension and a Parent Conference will be scheduled. The child will remain in the cafeteria where they will help with chores, daily class set-up, and homework.

If a child continues to display inappropriate behavior a **Red Behavior Alert** will be issued, a Parent Conference will be scheduled and the appropriate actions will be agreed upon between the EDEP director and the child's parent(s).

Our goal is to provide a supportive environment for all children. Please be assured that every effort will be made by staff to encourage positive choices by your child, and all staff members hope to work with you to create the best possible experience for your child at the After School Program. Thank you for your support and the opportunity to work with your child during the 2024-2025 school year.

**Teamwork makes the dream work!**

### Contact Us:

Jerisha S.M Carter-Johnson, Program Director

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

Shemyia Stephens, Assistant Manager

[stephenss4@leonschools.net](mailto:stephenss4@leonschools.net)



Our EDEP office is located in the back of the cafeteria. Parent access is limited this time, but feel free to schedule a Zoom or Microsoft teams meeting with our Director. Also, follow our Instagram @dtesedep for pictures of different things going on in afterschool.

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 @edep2425 to 81010

**Don't miss important DTES-EDEP updates, make sure you're on our listserv. Please follow the link below to sign up!**

**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.



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

"No person shall on the basis of sex, marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability, military status 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:

**Tonja Fitzgerald, Divisional Director**  
Equity Compliance Officer (Students)  
Leon County School District  
2757 West Pensacola Street  
Tallahassee, Florida 32304  
(850) 487-7309  
fitzgeraldt@leonschools.net

**Wallace Knight, Director**  
Equity Compliance Officer (Employees)  
Title IX Compliance Officer  
Leon County School District  
2757 West Pensacola Street  
Tallahassee, Florida 32304  
(850) 487-7210  
knightwa@leonschools.net

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

**Jennifer Benton, 504 Specialist**  
(850) 487-7317  
bentonj@leonschools.net