



SOUTH DOWNS

PRE-K CENTER

One School • Two Pathways



FAMILY HANDBOOK

2026-2027

SCHOOL YEAR



A PLACE WHERE
EVERY CHILD
BELONGS



A PLACE WHERE
EVERY CHILD
LEARNS



A PLACE WHERE
EVERY CHILD
GROWS



A PLACE WHERE
EVERY CHILD
SHINES

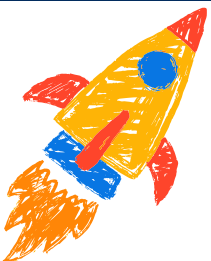
TRADITIONAL EARLY LEARNING ★ SPECIALIZED SUPPORT FOR EXCEPTIONAL LEARNERS

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ebschools.org/southdownscenter

Principal Shalika Scott





Dear Southdowns Families,

Welcome to the Southdowns Pre-K Center family! We are absolutely delighted that you have chosen our school to begin your child's educational journey. Entrusting your child to us is a privilege that we cherish, and we are committed to making this year one filled with growth, discovery, and joyful learning.

At Southdowns, we believe that every child is unique, capable, and full of unlimited potential. Our dedicated teachers and staff work each day to create a safe, nurturing, and engaging environment where children feel loved, supported, and inspired to explore the world around them. Through meaningful play, hands-on learning, and strong relationships, we help children build the confidence and skills they need for success in school and in life.

Our school is proud to offer One School • Two Pathways, providing exceptional educational opportunities for all learners. Whether your child is enrolled in our Traditional Pre-K program or receives specialized support services, every student is valued, celebrated, and encouraged to reach their fullest potential.

We also believe that the strongest foundation for a child's success is a partnership between school and home. We encourage you to stay connected, ask questions, participate in school events, and celebrate each milestone alongside us. Together, we can create an unforgettable year filled with learning, laughter, friendships, and wonderful memories.

Thank you for placing your trust in Southdowns Pre-K Center. We are honored to be part of your family's journey and look forward to celebrating every achievement, big and small, with you.

Welcome to our Bear family—we can't wait to learn, grow, and thrive together!

With gratitude,
Shalika Scott

Principal
sscott4@ebrschools.org



OUR SCHOOL PROMISE

At Southdowns Pre-K Center, we promise to provide every child with a safe, nurturing, and inclusive learning environment where they feel valued, respected, and encouraged to reach their fullest potential. We are committed to fostering curiosity, creativity, confidence, and a lifelong love of learning through meaningful experiences, strong relationships, and high-quality instruction.

Together with our families and community, we strive to ensure that every child is known, supported, and celebrated every day.

OUR MISSION

The faculty and staff of Southdowns will provide a quality preschool education in a nurturing and safe environment to prepare students for the future.

OUR PROGRAMS

One School, Two Pathways

Whether children are enrolled in our Traditional Pre-K classrooms or receive specialized support services, every student at Southdowns is provided with high-quality instruction, meaningful relationships, and opportunities to learn, grow, and succeed.

Traditional Pre-K

Our Traditional Pre-K program provides high-quality, play-based instruction that promotes kindergarten readiness while encouraging curiosity, creativity, communication, and problem-solving. Students engage in hands-on learning experiences that build strong foundations in literacy, mathematics, science, social studies, and social-emotional development.

Specialized Support Pathway

Southdowns proudly provides specialized educational services for young learners with diverse abilities and developmental needs. Our dedicated educators and support staff work collaboratively with families to provide individualized instruction and services that help every child grow, succeed, and participate in an inclusive learning environment.

Students may receive specialized services based on their individual needs, including:

- Speech-Language Therapy
- Occupational Therapy
- Physical Therapy
- Adaptive Physical Education
- Assistive Technology Support

CURRICULUM

Southdowns Pre-K Center proudly implements Louisiana's Tier 1 Frog Street Curriculum, a comprehensive early childhood program designed to promote whole-child development through purposeful play, exploration, and hands-on learning.

Our curriculum supports growth in: Early Literacy & Language Development, Mathematics, Science Discovery, Social Studies, Social-Emotional Learning, Creative Arts & Music, Physical Development and Technology Integration



SCHOOL POLICIES

At Southdowns Pre-K Center, our arrival and attendance procedures are designed to provide a safe, organized, and positive beginning to each school day. Consistent attendance and timely arrival help children establish routines, build relationships, and maximize learning opportunities.

Arrival Procedures

- School begins promptly at 8:30 a.m. and dismisses at 3:25 p.m.
- Students should not arrive before 8:05 a.m., as staff supervision is not available prior to that time.
- Families transporting their child to school must use the designated carpool line. Students may not be dropped off at any other point except the official designated area near the gym and cafeteria
- Staff members will safely escort students from the carpool line into the building and eventually use the yellow line to move from car pool, to cafeteria, to classroom
- If your child is experiencing difficulty separating at arrival, please remain with your child until they are calm and a staff member can assist with a smooth transition.
- Classroom instruction begins promptly at 8:30 a.m. to ensure students receive the full benefit of daily learning activities.

Attendance

Regular attendance is essential to your child's academic and social success.

Families are encouraged to:

- Ensure children attend school every day unless they are ill.
- Notify the school office when a child will be absent.
- Schedule appointments outside of school hours whenever possible.
- Arrive on time so children can fully participate in classroom routines and learning experiences.

Consistent attendance helps children develop confidence, establish routines, and build meaningful relationships with their teachers and classmates.

Tardy Policy

Students arriving after 8:30 a.m. are considered tardy.

When arriving late:

- Parents or guardians must escort their child to the main office.
- Students must be signed in through the front office and must remain with the student until they are escorted to class
- To minimize disruptions to instruction and classroom routines, families are encouraged to arrive on time each day.

Carpool Procedures

For the safety of all students, families, and staff:

- Please have your car pool tag displayed with the number at all times
- Ensure that all cars have car pool tags and you can purchase additional tags
- Please remain in your vehicle at all times while in the carpool line.
- Follow all directions provided by school personnel.
- Students should be ready to exit the vehicle quickly and safely.
- During afternoon dismissal, parents must remain in the designated pickup line.
- Parking and walking to classrooms or pickup areas is not permitted during arrival or dismissal.
- If you anticipate arriving after dismissal, please notify the school office as early as possible and the student will be placed in extended day and assessed a drop in fee of \$30.00

Parent Pickup

To ensure a safe dismissal for all students:

- Parents must use the designated carpool line for afternoon pickup.
- Parking and walking to pick up students is not permitted.
- Families should remain in their vehicles and follow directions from school staff.
- Students will be released only to individuals listed on the child's Emergency Contact Card.
- A valid photo ID may be requested before a child is released.

For your child's safety, we cannot release students to anyone who is not listed as an approved emergency contact.

Early Dismissal & Transportation Changes

If your child needs to leave school before the regular dismissal time:

- Early checkouts must occur before 2:30 p.m.
- Students cannot be dismissed between 2:30 p.m. and 3:05 p.m. to ensure a safe and orderly dismissal process.
- Parents requesting an early checkout should notify the school office before 2:00 p.m.
- All transportation changes must be communicated to the school office before the established deadline and approved prior to dismissal.

Safety Reminders

For the safety of all students, families, and staff:

- Always follow the directions of school personnel during arrival and dismissal.
- Use the designated carpool route at all times.
- Enter the school only through the front office and sign in before visiting any classroom.
- Keep your child's emergency contact information current throughout the school year.
- Help us maintain a safe campus by following all school traffic patterns and procedures.

TRANSPORTATION & EMERGENCY DISMISSAL

At Southdowns Pre-K Center, the safety of our students is our highest priority. We ask all families to carefully follow our transportation procedures to help ensure a safe and efficient arrival and dismissal for every child.

Bus Transportation

Students who ride the bus should be ready at their assigned bus stop when the bus arrives with a parent or guardian. Bus drivers are unable to wait for students who are not prepared.

- Students who are assigned to ride the bus will be dismissed according to their transportation assignment.
- Students will ride only their assigned bus unless an approved transportation change has been submitted.
- If a parent or guardian has not arrived before buses depart, students who are scheduled bus riders will be placed on their assigned bus.
- Student supervision is provided only during regular school hours (8:10 a.m. – 3:30 p.m.).
- Buses begin departing school at approximately 3:05 p.m.
- Parents are responsible for informing the school office and transportation department of any changes or concerns regarding their child's transportation.
- Students may only ride their assigned bus unless an approved transportation change has been made.

Parent Transportation & Carpool Safety

Families transporting their children to and from school are asked to help us maintain a safe campus by following these guidelines:

- Please do not park in designated bus loading zones during arrival or dismissal.
- Always use the designated carpool lane and follow directions from school personnel.
- Do not pass other vehicles or school buses while in the carpool line.
- Louisiana law requires all children to ride in the appropriate seat belt or child safety seat based on age, height, and weight.
- For everyone's safety, please avoid using your cell phone while driving through the school campus.

Transportation Changes

To ensure every child arrives home safely:

- Transportation changes must be communicated to the school office before 2:00 p.m.
- Requests received after this time may not be accommodated.
- East Baton Rouge Parish School System transportation does not transport students to private after-school therapy appointments.
- Parents may not pick up or drop off students at district bus transfer locations. All student pickups and drop-offs must occur at Southdowns Pre-K Center.

Emergency Dismissal

In the event of severe weather or another emergency requiring an early dismissal:

- Families should monitor school communication through district notifications, local media, and the Southdowns website.
- Students will be dismissed according to their regular transportation plan unless the school receives alternate instructions from a parent or guardian.

Student Records & Emergency Information

Keeping Your Child's Information Accurate, Complete, and Secure

Accurate student records are essential to ensuring your child's safety and supporting their educational success. We ask all families to notify the school immediately whenever contact information or emergency contacts change.

To provide the best care for your child, Southdowns Pre-K Center must always have current information on file.

Please notify both the school office and your child's teacher immediately if any of the following changes occur:

- Home address
- Mailing address
- Home, work, or cell phone numbers
- Emergency contact information
- Parent or guardian information
- Authorized pickup persons

Emergency Contact Information

Every student must have a completed Emergency Contact Card on file.

Parents and guardians are responsible for updating the school immediately whenever:

- Emergency contacts change
- Phone numbers change
- Home address changes
- Custody or guardianship information changes

Only a parent or legal guardian may make changes to emergency contact information. For your child's safety, students will only be released to individuals listed on the Emergency Contact Card.

Please remember to keep your emergency contacts current throughout the school year.

Required Enrollment Documents

The following documents are required for your child's cumulative school record:

- Certified Birth Certificate
- Social Security Card
- School Registration Forms
- Parent/Guardian Photo Identification
- Current Louisiana Immunization Record signed by a physician
- Current Proof of Residency (dated within the last 30 days)

Health Services, Medication & Illness

At Southdowns Pre-K Center, the health and well-being of every child is a shared responsibility. We appreciate your partnership in helping us maintain a safe and healthy learning environment for all students.

Medication Policy

Whenever possible, medications should be administered at home. To ensure the safety of all students, medications may only be given at school when medically necessary and in accordance with East Baton Rouge Parish School System policies.

Medication Guidelines

- Students may not carry medication on school grounds.
- Short-term medications, including antibiotics and most over-the-counter medications, should be administered at home whenever possible.
- Items such as lip balm, medicated ointments, and similar products may not be kept in a student's possession without school approval.

All medications must:

- Be delivered to the school by a parent or responsible adult.
- Remain in the original pharmacy-labeled container.
- Include the student's name, medication name, dosage, and administration instructions.
- Be accompanied by a completed physician's authorization and parent permission form.
- Be kept in the school nurse's office.
- Be updated annually or whenever medication orders change.

When Your Child Is Sick

A healthy school environment helps every child succeed. Please keep your child at home if they are sick or showing signs of illness. Children should remain home if they have:

- Fever
- Vomiting
- Diarrhea
- Pink Eye (Conjunctivitis)
- Contagious Rash
- Severe cold symptoms with frequent coughing or excessive nasal drainage
- Ringworm that is not properly treated or covered
- Any contagious illness that could place other children at risk

If your child is diagnosed with a contagious illness, the school nurse or principal may require a healthcare provider's note stating that your child is no longer contagious before returning to school.

Returning to School

Your child may return to school when:

- They have been fever-free for at least 24 hours without fever-reducing medication.
- Vomiting or diarrhea has resolved for at least 24 hours.
- They are able to participate comfortably in normal classroom activities.
- Any required physician documentation has been provided.

If you are unsure whether your child should attend school, please contact your child's healthcare provider or the school nurse.

Our Commitment to Families

At Southdowns Pre-K Center, we believe that families are our most important partners. By working together through open communication, scheduled conferences, and safe campus procedures, we create an environment where every child feels supported, valued, and ready to succeed.

Family Conferences, Campus Visitors & School Safety

At Southdowns Pre-K Center, we believe that strong partnerships between home and school are essential to every child's success. We welcome family involvement while maintaining procedures that ensure a safe, secure, and productive learning environment for all students.

Parent-Teacher Conferences

Regular communication between families and teachers is an important part of your child's educational journey. Check the students Bear Folder and CLASS Dojo daily. In addition, parents may schedule a conference by: contacting the school office, sending a note or message to their child's teacher, scheduling during designated Parent-Teacher Conference Days.

Campus Visitors

We value family engagement and welcome parents and guardians to visit Southdowns Pre-K Center. To help maintain a safe learning environment:

- All classroom visits must be scheduled at least 24 hours in advance.
- All visitors must enter through the main office.
- Visitors are required to:
 - Present a valid photo ID if requested.
 - Sign in at the front office.
 - Wear a school-issued visitor badge while on campus.
 - Sign out before leaving campus.

Parents are asked to wait in the designated reception area until a staff member provides further instructions. To minimize disruptions to learning, classroom visits are not permitted during dismissal.

School Safety

The safety of our students and staff is our highest priority.

To help maintain a secure campus:

- Classroom doors remain locked throughout the school day.
- All visitors must be properly identified before entering the building.
- Conferences should be scheduled through the school office whenever possible.
- School-age siblings and other children should not visit classrooms during instructional hours unless approved by school administration.

These procedures help us provide a secure environment where students can learn and thrive.

Family Engagement, Volunteers & Student Uniforms

At Southdowns Pre-K Center, we believe that families are a child's first and most important teachers. We encourage parents, guardians, and family members to become active partners in their child's education by participating in school activities, volunteering, and supporting a positive learning environment.

Family Engagement & Volunteers

Families are encouraged to take an active role in the Southdowns community throughout the school year.

- Opportunities to get involved include scheduled family engagement events, special programs, and school wide-events

Information about family activities and volunteer opportunities will be shared throughout the school year through school newsletters, social media, ClassDojo, and school communications.

Parent & Family Partnership

Parents are their child's first and most important teachers. We ask all families to help us create a respectful, welcoming school community by:

- Conducting themselves in a
- Modeling kindness and respect.
- Using positive language and encouraging good manners.
- Treating students, staff, and visitors with courtesy.
- Remaining engaged during school events and conferences.
- Following all campus visitor expectations.

Student Uniform Expectations

To promote school pride, safety, and a positive learning environment, Southdowns Pre-K Center follows the East Baton Rouge Parish School System elementary uniform policy.

- Standard Uniform: navy blue polo-style collared shirt (school-approved polo style), navy blue bottoms that include pants, shorts, skirts, skorts, jumpers
- Student Spirit Shirts can be purchased online and there are 4 different colors. The spirit shirts may be work in lieu of the navy blue collard shirt
- Spirit shirts mustbe purchased ONLINE only. The student ID number should be 00000
- Ensure that the name is spelled correctly

Footwear

Students should wear comfortable, closed-toe shoes appropriate for active play, recess, and physical activities. Shoes should be velcro style

Personal Items

To help maintain a safe and organized learning environment:

- Clearly label all backpacks, jackets, lunch boxes, and personal belongings with your child's name.
- Students should leave toys, electronics, and other personal valuables at home unless requested by the teacher for a special classroom activity.
- The school is not responsible for lost, damaged, or misplaced personal items.