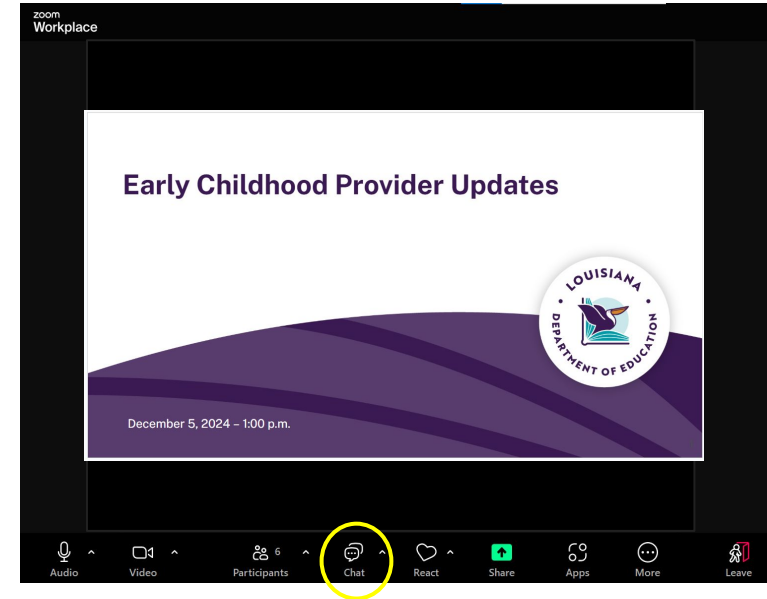


Questions During the Webinar

- Utilize the “Chat” feature during the webinar to share with the Department questions you may have.
- **Include your e-mail address with your question**, so that we may follow up with you directly for some individual questions.



May 1, 2025 – 1:00 p.m.



Early Childhood Provider Updates



May 1, 2025 – 1:00 p.m.

Welcome



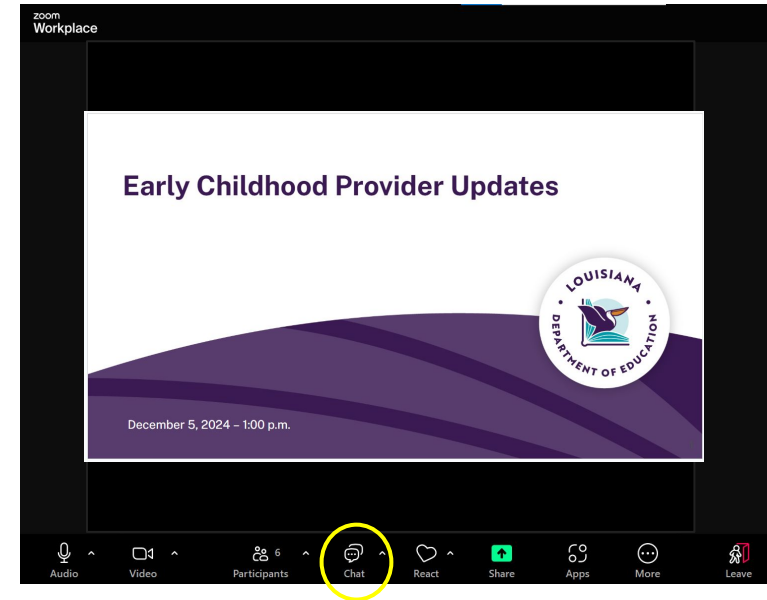
Agenda

- Welcome
- Child Care Assistance Program (CCAP) Reminders & Updates
- Bulletin 137 and Bulletin 139 Revision Updates
- Licensing Reminders & Updates
- Child Care Criminal Background Check (CCCBC) Reminders & Updates
- Teaching and Learning Reminders & Updates
- EdLink System Reminders & Updates
- Announcements & Upcoming Events



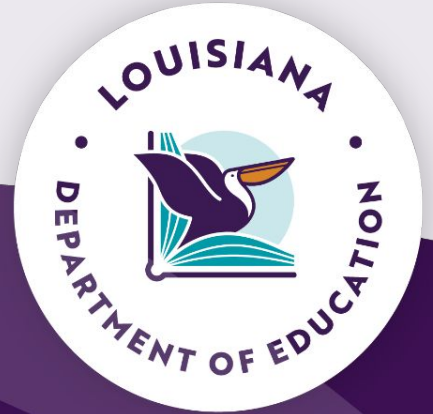
Questions During the Webinar

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- **Include your e-mail address with your question**, so that we may follow up with you directly for some individual questions.



Child Care Assistance Program (CCAP)

Reminders & Updates




New Report of Provider Mass Change Form (Summer Care)

The new Provider Mass Change form was designed for providers to submit Summer child care changes collectively on one form versus using the individual Report of Changes form that parents generally complete.

- ***Note: Parents are not required to send the regular Change Form for Summer Care, once they consent and sign the new Report of Provider Mass Change form giving permission for the summer change to occur.***
- The Department sent a copy of the form to ALL providers via e-mail.
- ***Please include all children and submit the form only once for all families requesting the change for Summer care, unless subsequent revisions are necessary.***
- If additional lines are needed for parent names, providers can make more copies of page 2. Ensure additional pages are signed & dated by the provider.
- Providers should work with families to complete the form early and submit it by fax at 225.376.6060 or by e-mail to LDECCAP@la.gov by **May 2, 2025 or sooner.**



New Report of Provider Mass Change Form (Summer Care)



LOUISIANA DEPARTMENT OF
EDUCATION

Office of Early Childhood

Report of Provider Mass Change CCAP-10P

OFFICE USE ONLY	Provider Contact Information	Type of Care
	Name: _____	<input type="radio"/> In Home
	Address: _____	<input type="radio"/> Provider's Home
	Phone #: _____	<input type="radio"/> Type III Center
	Provider #: _____	<input type="radio"/> Other

For Provider:

☐ I am requesting to change the following children from part-time to full-time for the LDOE Summer Schedule dates.

For Parent:
By signing below, I understand that adjustments may be made in my Child Care Assistance payments because of the above changes requested.
I understand that I will be notified in writing by the Department if the changes affect my eligibility or the payment amount made by the Child Care Assistance Program.
I understand that I am responsible for reporting all changes that could affect my eligibility for Child Care Assistance or the agency payment amount within 10 days of my knowledge of the change. Failure to timely report these changes could result in action by the agency.
I understand that I must report if my child care provider moves in with me or if I move in with my provider or we begin sharing the same mailing address (with the exception of a post office box).

The following section must be completed and signed by the Head of Household of each case. Changes will not be made to any case that does not include all required information. Provider staff members are not allowed to sign on families' behalf.

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Page 1

PROVIDER NAME: _____ PROVIDER NUMBER: _____

Do not provide full child names or full date of birth. Only partial names and day of birth is required.

Name of Child (First Initial and first three letters of last name)	Day of Birth	Type of Care Needed	Date of Change	TA Number	Head of Household Signature
Ex: J. Was	18	<input type="radio"/> Full Time <input type="radio"/> Part Time	4/15/2025	01-99999999	Parent Signature Here
		<input type="radio"/> Full Time <input type="radio"/> Part Time			
		<input type="radio"/> Full Time <input type="radio"/> Part Time			
		<input type="radio"/> Full Time <input type="radio"/> Part Time			
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Page 2

Child Care Assistance Program Reminders and Updates

For questions, contact LDECCAP@la.gov



New Report of Provider Mass Change Form (Summer Care)

To timely process the Summer Care change requests with parents using the new form, complete the following sections:

- Provider Contact, Type of Care, Provider Name and Number
- Providers may **ONLY** document the child's First Name Initial, First 3 letters of Last Name, Birth Day, Type of Care, Date of Change, & TA Number
- The parent must document their own signature.
 - **Note: The parent's consent and signature will be verified by the Department.**
- Provider will sign, date, and include address and contact number to affirm the following as noted on the form:

By signing below, I certify that I understand my rights and responsibilities as a CCAP Certified provider. I also certify that all information given on this form is true and correct, and I understand that willful omission or falsification of information and signatures required on this form is justification of denial of my request and possible disqualification from participation in this program for all individuals.



Prospective Payments

The Child Care Assistance Program (CCAP) is transitioning to paying certified providers in advance. As shown in the payment schedule below, providers will receive 2 payments per week for a 3-week period. The payments received should be reflected on providers' remittance advices, and this payment schedule will position CCAP to begin disbursing payments to providers one week in advance:

- On May 6, providers will receive payment for the service week of 5/12 – 5/16/2025. This will be the first advance, or prospective, payment to providers.
- Thereafter advance payments will continue weekly for child care services.
- Any changes or updates to the payment schedule will be communicated through a blast e-mail.

Payment Date	Service Week	Payment Date	Service Week
4/15/2025	3/31/25-4/4/25	4/17/2025	4/7/25-4/11/25
4/22/2025	4/14/25-4/18/25	4/24/2025	4/21/25-4/25/25
4/29/2025	4/28/25-5/2/25	5/1/2025	5/5/25-5/9/25

Child Care Assistance Program Reminders and Updates

For questions, contact LDECCAP@la.gov



Provider Change Requests

A “zero balance letter” from the former provider is required for a client to transfer to a new provider.

- The Report of Changes form **will not be processed** unless it is accompanied by a zero balance letter from the current provider.
- A zero balance is **not required** if a center closes.
- The zero balance statement must contain the following information:
 - The CCAP balance owed to the provider (no other fees)
 - Name and phone number of the provider where child care is no longer needed
 - Name of the child(ren) transferring to a new provider and Time and Attendance (TA) number
 - The last date of child care at the current provider
 - Date the letter is written and signature of the director and/or owner
 - Name of client responsible for payment to the site, if any
(letter should state zero balance if no child care fees are owed)



CCAP Monthly Call for Providers

Providers can access the next Monthly Call for Providers using the information below:

- **Webinar Date/Time:** Thursday, May 15, 2025 at 1 p.m.
- **Webinar Link:** [CCAP Monthly Call for Providers](#)
- **Phone Number:** 1 470 250 9358
- **Meeting ID:** 985 8672 8688
- **Passcode:** 415349

Child Care Assistance Program Reminders and Updates

For questions, contact LDECCAP@la.gov



Overpayments/Underpayments

The CCAP Fraud Management Unit (FMU) has the responsibility of auditing Child Care Development Fund (CCDF) payments to ensure integrity in the issuance of the funds.

- The Louisiana Legislative Auditor (LLA), the Administration for Children and Families (ACF) Payment Audit, and all internal audits can view and sanction errors on cases as far back as 7 years.
 - Providers are encouraged to keep records for this time span.
- When discrepancies are found by either the auditor or the Department, **the errors must be corrected**. This may result in the issuance of additional funds or the recouplement of funds by CCAP.
 - Providers receive a notice that explains the discrepancy.
- Questions about the discrepancy can be directed to Kawanda.Beauchamp@la.gov or Melinda.George@la.gov.



KinderConnect Attendance Tracking

Providers caring for CCAP-certified families are required to track daily attendance in the KinderConnect Attendance Tracking System.

- Providers who use a Child Care Management System (CCMS) other than CenterTrack must ensure that their system is connected to the KinderConnect System with KinderBridge (API).
- If you are having difficulty with the API connection or do not know whether your CCMS is connected to the KinderConnect System, please contact KinderSystems at 1-888-829-9258 or via e-mail at supportLA@kindersystems.com.
- CenterTrack is a free CCMS offered by KinderSystems that Louisiana providers may obtain and use.



KinderConnect Attendance Tracking

Additionally, providers must monitor the KinderConnect portal daily to observe for successful check-in/check-outs for **all** certified children in attendance.

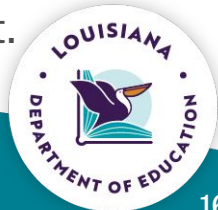
- Attendance should be noted in the site's CCMS **and** a physical attendance log when care is provided. Providers must ensure that daily attendance in the KinderConnect portal **matches** the site's physical attendance log.
- The LDOE suggests that providers check the portal after the morning check-in and at the end of the day after the final check-out.



KinderConnect Attendance Tracking

Providers who check the KinderConnect portal daily for successful attendance are aiding parents in maintaining their CCAP certification:

- Providers must submit attendance logs weekly through KinderConnect.
 - Immediately addressing incomplete attendance in KinderConnect means parents will not be included on an LDOE Underutilization Report.
 - Speaking with parents (i.e., “Sponsors”) whose physical attendance indicates a discrepancy in the KinderConnect portal (i.e., no attendance in KinderConnect or an incomplete attendance alert), and **having the parent correct the missing KinderConnect entry timely**, means that parents will not be included on an LDOE Underutilization Report.
- Timely reporting children that no longer attend or never attended a child care site means parents will not be included on an LDOE Underutilization Report.



Underutilization Monitoring

- If a family receives a letter from the LDOE that indicates they are on the LDOE CCAP Underutilization Report and child care services are still needed, the family should contact the Department immediately at 1-877-453-2721 to state that child care services are still needed.
 - Timely receipt of the call to the Department will prevent closure of the family's case.
- If the case is closed due to the family appearing on the LDOE CCAP Underutilization Report, the parent will have to reapply and, if still deemed eligible, will be placed on the Waiting List until additional funds are available for Child Care Assistance.



Bulletin 137 and Bulletin 139 Revisions

Updates



Bulletin 137 and 139 Revisions

A revised version of Bulletin 137 and 139 will be posted to the Department's website:

- The proposed revisions to Bulletins 137 and 139 strengthen measures designed to protect children, provide additional clarity to early learning providers, and align BESE policy with federal and state regulations.
- Additional revisions address parental notice and consent, CCCBC-based determinations, and health and safety, including safe sleep procedures, transportation records, and hazards to children.
- Further revisions address CCAP eligibility and payments.

The following slides will address the sections of Bulletin 137 and Bulletin 139 that have been revised and went into effect April 20, 2025.

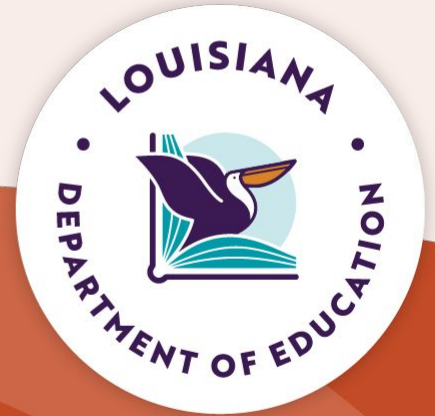
Bulletin Revisions

In reviewing the bulletin revisions, please note the following:

- A ~~strike through~~ of text indicates a deletion of prior policy.
- Underlining of text indicates an addition to prior policy.



Bulletin 137 Revisions



Bulletin 137 Revisions

The revisions to Bulletin 137 include the following sections:

Chapter 15 Minimum General Requirements and Standards

- Requires stock medication to be included in health-related policies

Chapter 17 Minimum Staffing Requirements and Standards

- Updates approved trainers for continuing education and clarifies medication administration training

Chapter 18 Child Care Criminal Background Checks (CCCBC)

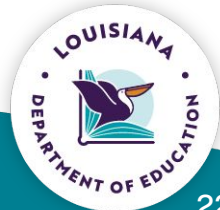
- Clarifies persons ineligible for child care purposes

Chapter 19 Minimum Health, Safety, and Environment Requirements and Standards

- Clarifies crib requirements and requirements for Stock Emergency Medication

Chapter 21 Minimum Transportation Requirements and Standards

- Updates field trip requirement



Bulletin 137 Revisions

§1515. Child Records and Cumulative Files

A. – D. ...

E. An early learning center shall provide a written copy of all health-related policies established by the center, including policies regarding accidents, allergic reactions, fever, illness, immunizations, infection, administration of stock medication to a child believed to be having an emergency ~~auto-injectable epinephrine to a child believed to be having an anaphylactic reaction~~, and injuries, to the parent or guardian of each child attending or enrolled in the early learning center.

§1721. Continuing Education

A. – G. ...

1. Providers may complete the approved self-paced, online training provided by the LDOE or utilize an in-person trainer. If taught in person, the training must be taught by a licensed nurse, licensed physician, licensed physician's assistant, licensed pharmacist, licensed paramedic, or licensed EMT who is on the LDOE registry of approved trainers.



Bulletin 137 Revisions

§1725. Medication Management Training

A. All staff members who administer medication shall have medication administration training ~~that includes auto-injectable epinephrine.~~

B. ...

C. ~~Training for auto-injectable epinephrine shall be completed every two years with training approved by the LDOE, a registered nurse, a licensed medical physician, an anaphylaxis training organization, or any other entity approved by the Louisiana Department of Health.~~ Training for medication administration shall be completed every two years with training approved by the LDOE.

D. ...



Bulletin 137 Revisions

§1805. Persons Ineligible for Child Care Purposes

A. – C. ...

D. In addition, ~~for type III centers an~~ any owner(s), ~~director, or director designee~~ shall not have been convicted of, or pled guilty or nolo contendere to a felony, within the past 10 years, for any of the following crimes of fraud: 1. ...

§1806. Types of CCCBC-Based Determinations of Eligibility for Child Care Purposes

A. ...

1. ~~“owner/director/director designee of type III centers~~ owner of child care center” determinations of eligibility are required for owners, ~~directors and director designees of type III centers;~~ and
2. “child care staff member” determinations of eligibility are required for owners, directors and director designees of ~~type I and type II~~ child care centers and volunteers, staff, visitors, contractors and other persons providing services in any type of child care centers when children are present.

Bulletin 137 Revisions

B. A person with an “~~owner/director/director designee of type III centers~~ owner of child care center” determination of eligibility also has a “child care staff member” determination of eligibility.

C. For a person with a “child care staff member” determination of eligibility who wants to become an owner, the person must also obtain an “owner of a child care center” determination of eligibility before that person can become an owner of the child care center. ~~A person with a “child care staff member” determination of eligibility does not have an “owner/director/director designee of type III centers” determination of eligibility.~~

1. – 2. Repealed.



Bulletin 137 Revisions

- Previously, owners, directors, and director designees were all subject to both fraud-related prohibitions and criminal restrictions outlined in R.S. 15:587.1(C), including equivalent crimes from other jurisdictions.
 - Under changes shown on the prior slides, only owners face restrictions related to fraud convictions.
 - Specifically, owners must not have been convicted of, or pleaded guilty or nolo contendere to, any fraud-related felonies within the past 10 years under specific statutes.
- Eligibility determinations are based on the position type specified in the CCCBC application.
 - A staff member only needs to submit a new CCCBC application if they become an owner of a child care center.



Bulletin 137 Revisions

§1907. Furnishings and Equipment

A. – E.1. ...

2. Cribs shall be free of toys, including stuffed animals, and other soft or loose bedding, including comforters, blankets, sheets, bumper pads, pillows, ~~stuffed animals~~ and wedges when the infant ~~child~~ is in the crib.

Mattresses for cribs must have a properly fitted, clean sheet.

F. – G.

§1909. Safe Sleep Practices

A. – H. ...

I. A safety approved crib shall be assigned to and available for each infant in care.

Bulletin 137 Revisions

§1917. Medication Administration

A. – L. ...

M. Stock Emergency Medications.

1. Early learning centers may have stock emergency medications.
2. Stock supply in the name of and for use by the early learning center can only be prescribed by a licensed healthcare professional authorized to prescribe said medication.
3. Life-saving emergency medications can be dispensed by a licensed pharmacist or licensed prescriber for stock supply.
4. Emergency medications are medications that can be administered to treat life-threatening conditions. Such medications may include, but are not limited to, the following:
 - a. Epinephrine;
 - b. Albuterol;
 - c. Naloxone; and
 - d. Glucagon.

Bulletin 137 Revisions

Contact your licensing consultant with questions.



Bulletin 137 Revisions

5. At least one employee at each early learning center shall receive training on the use of auto-injectable epinephrine. Early learning center employees may be trained by a registered nurse, a licensed medical physician, an anaphylaxis training organization, or any other entity approved by LDH.

6. Early learning center employees may be trained on the use of other stock medications such as albuterol, naloxone, and glucagon by a medical emergency training organization, a registered nurse, or a licensed physician who is on the LDOE registry of approved trainers on the administration of emergency stock medications.

7. Employees administering any of these emergency stock medications shall be trained annually on the following:

Bulletin 137 Revisions

- a. techniques on how to recognize signs of a life-threatening emergency;
- b. procedures on the storage of emergency medications;
- c. administration of emergency medications ;
- d. emergency procedures such as calling emergency medical services (EMS) immediately before or after administering a life-saving medication; and
- e. any protocols, including those issued by the LDH for the administration of the emergency stock medications; and
- f. procedures for proper disposal of the stock emergency medications along with the means by which the medication was administered.



Bulletin 137 Revisions

8. Once trained, early learning center employees can administer and must properly dispose of any stock emergency medications, upon the earlier of the prescription's usage or expiration, to a child on the premises who is experiencing a life-threatening medical emergency and has received written authorization for administration of said medication, in accordance with the protocol in the emergency medication standing order.

2105. Field Trips

A. – E.1. ...

2. names and age range of all the children being transported in each vehicle;
3. – 5. ...



Bulletin 139 Revisions



Bulletin 139 Revisions

The revisions to Bulletin 139 include the following sections:

Chapter 3. CCAP Provider Certification

- Updates General Health and Safety Requirements
 - Add requirement for stock emergency medications, reporting allegations or suspected abuse or neglect, burn hazards, and steps for addressing behavioral concerns

Chapter 5. CCAP Household Eligibility

- Removes consideration of child support, alimony, and adoption subsidies from family income eligibility determination
- Adds a brief period of presumptive eligibility for redetermination cases submitted by deadline, to ensure children do not fall off of rosters while cases are processed
- Establishes prospective payments



Bulletin 139 Revisions

§305. General Certification Requirements for All Child Care Providers

A. – A.1. ...

2. Email Address. Provide a current email address and notify the department immediately upon a change in such email address by updating in the designated LDOE portal ~~submitting written notice to the LDE by fax or email;~~

3. Time and Attendance. Participate in the time and attendance system designated by the department and possess the minimum equipment and means necessary to operate the system, including internet access for submission of required attendance records to the LDOE;

4. Direct Deposit. Provide complete and accurate letter from bank on bank letterhead or blank, voided check imprinted with the name, bank account, and routing number ~~documentation and information~~ required for direct deposit;



Bulletin 139 Revisions

§305. General Certification Requirements for All Child Care Providers

7. Additional Notification. Provide written notice to Provider Certification and input updates in the designated LDOE portal, of receipt or notice of, or upon becoming aware of, any of the following:

- a. change in contact information, within 10 calendar days;
- b. temporary closure of more than five calendar days, but fewer than 30 calendar days, within one day of closure of the site;
- c. permanent closure of 30 or more calendar days of a site, within seven calendar days of the closure;
- d. change of location, prior to the change; and
- e. family child care providers and in-home providers shall provide updates on changes in residential household compositions, prior to the change; and

8. Additional Requirements. Meet additional requirements for the specific type of child care provider set forth in §309-317 of this Chapter.



Bulletin 139 Revisions

§319. ~~Caregiver's~~ Child Care Provider's Ineligibility for CCAP Payments

A. A child care provider ~~caregiver~~, even if certified to receive CCAP, may not receive CCAP payments for the provider's own children or other children residing in the provider's home ~~caregiver's own children or other children in the caregiver's custody~~.

1. Exception. A child care provider ~~caregiver~~ may receive CCAP payments for foster children in the caregiver's custody.



Bulletin 139 Revisions

§509. Certification Requirements for Non-Categorically Eligible Households

A. – A.3.b.v. ...

vi. ~~child support or alimony;~~

vii. ...

viii. ~~adoption subsidy payments; and~~

ix. – 4. ...

a. Exception. If a household is experiencing homelessness, the household shall have 90 calendar days from the date of its initial determination of eligibility to submit documentation supporting the initial determination of eligibility.

5. – 5.e. ...

iv. When a CCAP waiting list is in use, actively seeking employment status is only accepted for redetermination cases.



Bulletin 139 Revisions

§512. Redetermination of Household Certification for Non-Categorically Eligible Households

C. The LDOE will allow a presumptive eligibility period of up to 30 days on redetermination cases, following the recertification anniversary date, which is the deadline for redetermination application.

D. A redetermination application received after the 30 days of the presumptive eligibility period will be considered a new application.



Bulletin 139 Revisions

§515. Payments Made on Behalf of Households

[Under A the payments rate *table* is removed and Paragraph A lists payment rates in sentences, to share the information in an ADA-compliant way.]

D. Automated payment for voucher seats will be made prior to provision of child care services. ~~Payment for voucher seats is made to the provider after the child care has been provided.~~



Bulletin 139 Revisions

Additionally, there are revisions to the following Sections, which impact Family Child Care providers, In-Home providers, School Child Care Center, and Military Child Care Center:

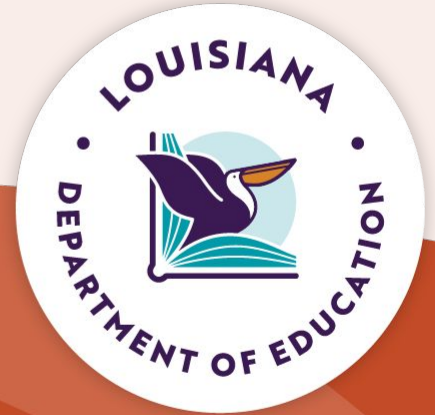
- §103. Definitions
- §309. Specific Certification and Registration Requirements for Family Child Care Providers
- §311. Specific Certification Requirements for In-Home Child Care Providers
- §313. Specific Certification Requirements for Public School and BESE-Approved Nonpublic School Child Care Centers
- §323. General Health and Safety Requirements
- §325. Behavior Management

The Bulletin 139 revisions will be reviewed in the May 16 Family Child Care Office Hours.

Please contact Felicia.Jackson3@la.gov for more information.



Emergency Stock Medications



Stock Emergency Medications

[Act 657](#) of the 2024 Regular Legislative Session *allows* for the stocking of emergency medications by certain qualified entities, to be in a position to utilize such medications in emergencies. The legislation includes early learning centers, colleges and universities, restaurants, after-school programs, and others

Who are Qualified Entities?

Any public or private entity that is associated with a location where a medical emergency can occur, such as a licensed early learning center or certified home provider.

What are Life-Saving Medications?

Any medication recognized by the Louisiana Department of Health as a medication that can be administered to treat a life-threatening condition.

Stock Emergency Medications

Currently such life-saving medications may include but not be limited to the following:

- Epinephrine
- Naloxone
- Albuterol
- Glucagon

These medications provide support in time-sensitive emergency medical situations, including acute allergic reactions (e.g., anaphylaxis), known or suspected opioid overdoses, and acute respiratory distress caused by asthma or allergic reactions.

The Louisiana Department of Health (LDH) issued standing orders on April 1, 2025, for the distribution or dispensing of three emergency medications: [albuterol](#), [epinephrine](#), and [naloxone](#).

Stock Emergency Medications

Who is considered Trained Personnel who can administer these medications?

- An employee, agent, or volunteer of an entity who has received training on the medications
- Training may be performed by a medical emergency training organization, a registered nurse, or a licensed physician

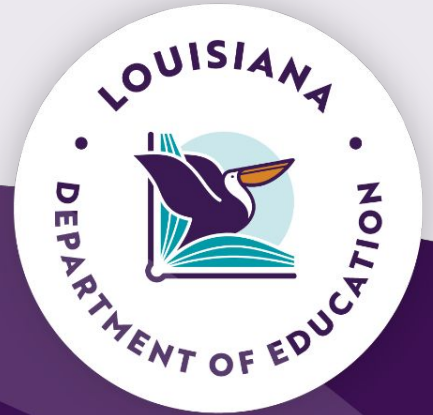
All trained personnel should:

- Know where emergency medications are stored
- Have immediate access to these medications (e.g., keys for locked cabinets) and
- Understand proper administration protocols

Note: A person or entity will not be liable for damages in a civil action for injury, death, or loss to person or property that allegedly arises from an act or omission associated with administration or self-administration of a life-saving medication, unless the act or omission constitutes willful or wanton misconduct.

Licensing

Reminders & Updates



Critical Incidents and Required Notification

As a reminder, a physical altercation between adults in the presence of children on the premises is a critical incident and requires the following notification:

- The following must be notified immediately if applicable:
 - emergency personnel when dealing with any medical incident
 - law enforcement
 - parent
- The following must be notified within 24 hours or next business day:
 - LDOE
 - DCFS

The reports must be submitted with an accurate description of what happened and include the number of children present.

CPR and First Aid Certifications

It is imperative that **ALL** staff members on the premises of a center and accessible to children have the required current certification in CPR and Pediatric First Aid through training approved by the Department:

- This certification must be completed within 90 calendar days from the date of hire and prior to assuming sole responsibility for any children.
- During this 90 period until training is completed, caregivers and teachers who provide direct care for children must be supervised.

Some examples of approved trainer cards would be those issued in the name American Red Cross, American Heart Association, EMS Safety Services, or Health and Safety Institute, where the trainer could be verified on the company's website.

Note: The [CPR/PFA Approved Courses](#) on the website is not a comprehensive list.



CPR and First Aid Certifications

There are many reasons that CCDF and the LDOE require this training–

Save Lives:

- By performing CPR, you can help maintain blood flow and oxygen delivery to vital organs until emergency medical services arrive.

Prevents Brain Damage:

- CPR helps maintain blood flow to the brain, preventing or minimizing the potential for brain damage caused by oxygen deprivation.

Increases Confidence and Preparedness:

- Being trained in CPR provides the knowledge and confidence to respond calmly and effectively during an emergency.

Licensing Reminders & Updates

Contact your [licensing consultant](#) with questions.



CPR and First Aid Certifications

Immediate Response and Lifesaving:

- First aid training equips individuals with the knowledge and skills to assess and respond to emergencies, particularly in the "golden hour" where immediate action can significantly impact outcomes.

Preventing Complications and Long-Term Damage:

- Prompt and effective first aid can minimize the severity of injuries, prevent complications, and improve the chances of recovery.

Increases Confidence and Preparedness:

- Learning first aid can increase an individual's confidence, making them more comfortable and effective in handling emergencies.

Licensing Reminders & Updates

Contact your [licensing consultant](#) with questions.



Supervision: Preventing Smashed Fingers

A part of proper supervision includes staff monitoring children near doors to ensure they do not play with the doors and are aware of potential hazards.

In addition to supervision, some other ways to prevent children's fingers from getting caught in doors include the following:

- Door Placement - Avoid placing children near doors during activities and instruct children to wait on the lock side, away from the hinge side of the door, when lining up
- Finger Pinch Guards - These devices, often installed on the hinge side of doors, cover the gap between the door and frame, preventing fingers from getting caught.
- Foam Door Stoppers - These can be placed on the door to prevent it from slamming shut, reducing the risk of injuries.
- Soft-Close Hinges - These hinges allow doors to close slowly and gently, reducing the risk of pinch injuries.

Licensing Reminders & Updates

Contact your [licensing consultant](#) with questions.



Supervision: Preventing Smashed Fingers



Finger Pinch Guard



Anti-Door Slam



Hinge Cover

Child Care Criminal Background Check (CCCCBC)

Reminders & Updates



Summer Staffing Guidance for Hiring Student Workers

As the summer months are approaching, many providers hire student workers to assist in child care centers.

Below are important reminders when submitting CCCBC applications for student workers:

- Obtain parent/guardian signatures on [consent forms](#)
- Government-issued identification is required
- Select correct position title on applications (e.g., “employee” or “volunteer”)
- Review all documentation thoroughly to ensure all of the following:
 - the applicant’s name matches their ID
 - e-mail addresses are listed correctly and
 - the consent forms include the applicant’s and the parent’s signatures



Fingerprint Rejection Guidance

If a CCCBC application remains “In Progress” for more than five business days after submitting fingerprints, this may indicate a fingerprint rejection.

- Applicants are notified via the applicant's e-mail address of a fingerprint rejection.
- Status of a fingerprint submission can also be verified using [IDEMIA's appointment enrollment site](#).
 - Applicants whose fingerprints are rejected will be instructed via e-mail to schedule an appointment to re-submit fingerprints, using the specified link listed on the appointment enrollment site.
- Additional fingerprint fees are not required if fingerprints are re-submitted within 30 days of the first fingerprint submission.



Fingerprint Rejection Guidance

- The following steps are recommended to submit successful fingerprints:
 - Ensure that hands are clean, dry, and free of any residue or oil-based substance.
 - Ensure fingerprint scanning area is cleaned and dry.
 - Use the electronic digital fingerprinting option.
 - Verify whether prints are accepted before departing the location.
- Only electronic digital fingerprinting submissions are accepted, unless otherwise stated by the LDOE.
- Please inform the CCCBC Section by [e-mail](#) if an applicant has a condition that may cause fingerprinting issues, prior to the fingerprinting appointment.

Teaching and Learning

Reminders & Updates



Summer Learning Enhancements

During the long and exciting Summer months ahead, children's learning continues!

- Young children thrive when they can keep exploring, playing, and discovering all year long.
- Summer is the perfect time to build on skills in fun, engaging ways — at child care, in the community, and at home.
- Whether you are running a program or supporting families more directly, YOU play a key role in keeping young minds growing.



Summer Learning Enhancements



Summer is a time for relaxation and play, but it is also important to keep children engaged in learning.

- Many school-age children lose up to three months of progress in reading and math over the summer — this is known as the “summer slide.”
- Continued learning helps children return to school confident and ready to build on what they know.
- As a summer child care provider, you play an important role in helping children and families make the most of this time.

Simple, everyday activities can make a big difference!



Summer Learning Enhancements

Building strong connections with families helps create meaningful summer experiences for children. Open communication sets the stage for a supportive and engaging summer. Consider asking families about the following:

- Their hopes for summer care: What kind of experiences do they want their child to have?
- Their child's interests and strengths: Are there recommendations from their teacher, or any concerns you can help address?
- Library access: Does their child have a library card? If not, you can help connect them with this valuable resource.



Summer Learning Enhancements



Thoughtful planning can help you create a summer experience that supports learning and development. A well-planned summer program helps children stay engaged, curious, and confident.

- Set clear goals: Think about what skills or experiences you want children to build — like strengthening literacy, trying new activities, or working on teamwork.
- Include families and children: Ask what they are hoping for this summer and use their ideas to help shape your plans.
- Keep learning fun: Use playful, hands-on experiences to help children grow while enjoying their summer.

Summer Learning Enhancements

Looking for ideas, tips, and tools to support summer learning? Visit the Office of Child Care's [National Center on Afterschool and Summer Enrichment \(NCASE\)](#) for practical guidance and family-friendly resources:

[Summer Learning and Enrichment: Tips for School-Age Care Providers](#)

- This resource includes the following:
 - Planning tools for providers
 - Ideas for meaningful summer activities
 - Strategies to partner with families
 - Links to additional supports and learning opportunities



Preliminary Informational Metrics

In preparation for Data Certification, to be conducted by the Community Network Lead Agency this summer, providers should do the following by May 15, 2025:

- Review the data in the [Early Childhood CLASS® Portal](#) and
- Make any changes directly in the [Early Childhood CLASS® Portal](#)

Only the data in the [Early Childhood CLASS® Portal](#) will be used to generate Informational Metrics for network and site Performance Profiles.

Updating Preliminary Informational Metrics

Add or Update Classroom:

Classroom Name: Elephants

Classroom Configuration: Pre-K

Lead Teacher: Brandy Morin

Is this a virtual classroom?: No

Curriculum: Frog Street Press LLC - Frog Street PreK, Age

Adult/Child Ratio: (Teacher/Child Ratios Guidance) 3 Stars

Teacher Name as Of October 1: Alicia Franklin

October 1 Teacher Degree: Masters +

Teacher Certification as of Oct. 1, for teacher on Oct. 1: Yes

Certification Number: 123456

Submit

Delete the Classroom

Instructions:

Show Closed Classes

Show Cancelled Observations

The following metrics, captured on October 1, 2024, should be reviewed for accuracy and updated via the [Early Childhood CLASS® Portal](#) by May 15, 2025:

- Curriculum
- Ratio
- Teacher Name as of October 1
- Teacher Degree as of October 1
- Teacher Certification
- Certification Number

2025-2026 Academic Approval

Providers must renew their Academic Approval by submitting the 2025-2026 Program Partner Assurances to the Department by Friday, May 31, 2025.

- Signed Program Partner Assurances may only be submitted using the 2025-2026 Program Partner Assurances online form that will be provided via e-mail: no paper forms will be accepted.
- 2025-2026 Academic Approval certificates will be automatically generated following the successful submission of the assurances and will be e-mailed to the e-mail address provided in the online form.
- Providers should retain these copies for their records as well as post their 2025-2026 Academic Approval certificates at their sites starting July 1, 2025.

Teaching and Learning Reminders & Updates

Contact earlychildhood@la.gov with questions.



Lead Teacher & TS GOLD® Survey

The Department released the [Lead Teacher and TS GOLD® Survey](#) on April 29, 2025. The purpose of this survey is to gather feedback from lead teachers in all early childhood settings as well as gain a comprehensive understanding of how TS GOLD® supports your role in early childhood education.

The Department will use lead teacher data to publish information on teacher support as part of the Community Network Performance Profiles released in November 2025.

- Educators received the survey link through their TS GOLD® e-mail address.
- **The survey will close on May 15.**
- All program partners should ensure teachers complete this survey.

Teaching and Learning Reminders & Updates

Contact earlychildhood@la.gov with questions.



Early Childhood Health & Safety Training

Current early childhood course listings on the [EC Learn](#) landing page include the following:

- Medication Administration in Child Care -3 credit hours
- Safe Environments in Child Care -1 credit hour
- Food Safety in Child Care -1 credit hour
- *NEW* Infectious Diseases in Child Care -1 credit hour
- *NEW* Sanitation in Child Care -1 credit hour

The Department is currently preparing an additional health and safety training – “Infant Care Training for Child Care Providers” –which will be available in *EC Learn* soon.



Teaching and Learning Reminders & Updates

Please contact eclearn@la.gov with questions.

Teacher Credentialing

Starting January 1, 2025, Louisiana law ([R.S. 17:8.9](#)) requires a criminal background check (CBC) for teacher certification, ***beyond that which is required for employment purposes*** as directed in RS 17:15. Federal law mandates that separate CBCs be done for different purposes; therefore, a background check used for employment cannot also be used for certification.

- A criminal history check is currently required before a teaching certificate can be issued, renewed, advanced, or modified.
- Certification processes, forms, and technology have been revised to integrate the CBC requirement.



CCCBCs for Early Learning Center Employment vs CBCs for Ancillary Certification

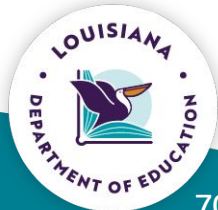
The Louisiana Department of Education currently manages two *distinct* background check systems:

1. Child Care Criminal Background Checks (CCCBCs) - required for early learning site employment eligibility and processed through the [CCCBC System](#) under service code “**27N4H8-Early Learning Centers.**”
2. Criminal Background Checks (CBCs) - required for teacher certification (including the Early Childhood Ancillary Certificate) and processed through the Certification Division under service code “**27N5HQ- Louisiana Department of Education.**”



CCCBCs for Early Learning Centers Employment vs CBCs for Ancillary Certification

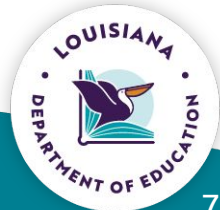
- It is important to note that these background checks serve different purposes and operate under separate service codes.
- As a result, a background check completed for one purpose cannot be applied to another purpose, even within the same department.
- If an incorrect service code is identified prior to an applicant's scheduled appointment, the existing appointment should be canceled and a new appointment with the correct service code must be scheduled.



CBC for ECAC Guidance

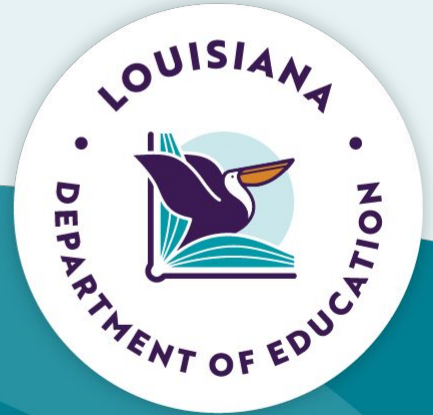


Teaching and Learning Reminders & Updates
Submit questions via the [Teacher Certification Help Portal](#).



EdLink System

Reminders & Updates



EdLink Updates - Staff Management

Providers can use Staff management to add, delete, or edit staff members in Edlink.

The screenshot displays the EdLink Staffing Dashboard. On the left is a dark sidebar with the 'edlink' logo and a user profile for Swetha Chandrashekar. The sidebar menu includes: Entity (Stone-Automation-96938), My Dashboard, Entity Management, Staff Management (highlighted with a red arrow), Staffing Dashboard (highlighted with a red arrow), Staff Records, Financial Management, Messages, Account Settings, and Help. The main content area is titled 'Staffing Dashboard' and includes a welcome message. Below this is a 'Return to Dashboard' button. The 'Staff Members' section contains a note about CCCBC linkage, 'Quick Filters' for Active and Inactive status, and filter fields for Staff Name, Position Type, CCCBC Status, and Month Expires. An 'Expand All' link is also present. A table lists four staff members: Beth Prosacco, Kathleen Effertz, Elva Sanford, and Testing Initial. Each row has edit and delete icons. Red arrows point to these icons with labels: 'To delete existing staff members' (pointing to the delete icon of Beth Prosacco) and 'To edit existing staff member details' (pointing to the edit icon of Testing Initial). At the bottom left, an '+ Add New' button is highlighted with a red arrow and the label 'To add new staff members'.

Staffing Dashboard

Welcome to your Staff Management Dashboard. Here you can review and make changes to your staff members.

[Return to Dashboard](#)

Staff Members

Note: Staff Member information is not linked to CCCBC currently. Should you make changes in EdLink, you may also be required to make updates in CCCBC

Quick Filters

☒ Active ☐ Inactive

Filter By:

Staff Name:

Position Type:

CCCBC Status:

Month Expires:

[Expand All](#)

Staff Name	Position Type	Appointment Date	CCCBC Status	
Beth Prosacco	Director	02/08/2011	Eligible	
Kathleen Effertz	Director Designee	02/08/2011	Eligible	
Elva Sanford	Director	02/08/2010	Eligible	
Testing Initial	Teacher	12/12/2024	Eligible	

[+ Add New](#)

To add new staff members

To delete existing staff members

To edit existing staff member details

EdLink Reminders & Updates



EdLink Updates - Staff Records

Providers can use Staff Records to add additional documents to existing staff members.

edlink

Swetha Chandrashekar

Entity

Stone-Automation-96938

My Dashboard

Entity Management

Staff Management

Staffing Dashboard

Staff Records

Financial Management

Messages

Account Settings

Help

Staff Records

documentation will be reviewed by the Department of Education.

Quick Filters

All Expires with in 90 Days All Expired Director/Director Designee Archived

Filter By:

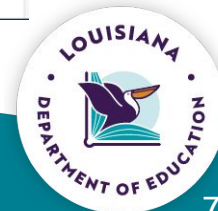
Staff Name Category Type Month Expires

File Name	Staff Name	Category	Type	Date Uploaded	Date Expires	
Uploadtest.txt	Beth Prosacco	Education/Training	Pediatric First Aid	12/20/2024	09/11/2025	
Uploadtest.txt	Beth Prosacco	Education/Training	CCAP Pre-Service Orientation	12/20/2024	N/A	
Uploadtest.txt	Beth Prosacco	Education/Training	Pre-Service Orientation (Key Orientation Modules)	12/20/2024	N/A	
Uploadtest.txt	Beth Prosacco	Education/Training	Mandated Reporters	12/20/2024	09/11/2025	
Uploadtest.txt	Beth Prosacco	Education/Training	CPR Training	12/20/2024	09/11/2025	
Uploadtest.txt	Beth Prosacco	Education/Training	Director Letter	12/20/2024	N/A	
Uploadtest.txt	Beth Prosacco	Education/Training	Total Clock Hours	12/20/2024	N/A	
Uploadtest.txt	Kathleen Effertz	Education/Training	Director Letter	12/20/2024	N/A	
Uploadtest.txt	Kathleen Effertz	Education/Training	Pediatric First Aid	12/20/2024	09/11/2025	
Uploadtest.txt	Kathleen Effertz	Education/Training	Pre-Service Orientation (Key Orientation Modules)	12/20/2024	N/A	

+ Add New

Click on Add new to select required staff and add additional documents

EdLink Reminders & Updates



EdLink Updates - Critical Incident

Providers can use Health and Safety to report Critical incidents.

Health and Safety Reports

The table below includes all inspection reports, critical incident, and complaint reported for your site. Inspection reports are view-only. Critical incident reports can be submitted and reviewed here. Supplemental incident reports may be submitted to update or add additional information to critical incident reports.

Inspections **Incidents**

Inspection ID	Inspection Type	Deficiencies	Date Completed	Status
1007860	Initial Inspection	214	09/11/2024	Completed

Submit an Incident

Click the "Submit Incident" button to fill out a Critical Incident Report. Note: An LDOE Intake Specialist will need to review the report and determine the next steps.

Submit a Complaint

Click the "Submit Complaint" button to fill out a Complaint Form. Note: An LDOE Intake Specialist will need to review the report and determine the next steps.

Critical/Reportable Incident

20263932 - Stone Automation-96938

Page 1 / 3
Entity Information

Section 1: Entity Information

Entity Name	License Number	License Type
Stone Automation-96938	20263932	Type III
Entity Status	License Expiration	Physical Address
Open	10/01/2024	3508 Sheridan Fords Apt. 715 Baton, LA 70430

* Incident Contact Name * Contact Number

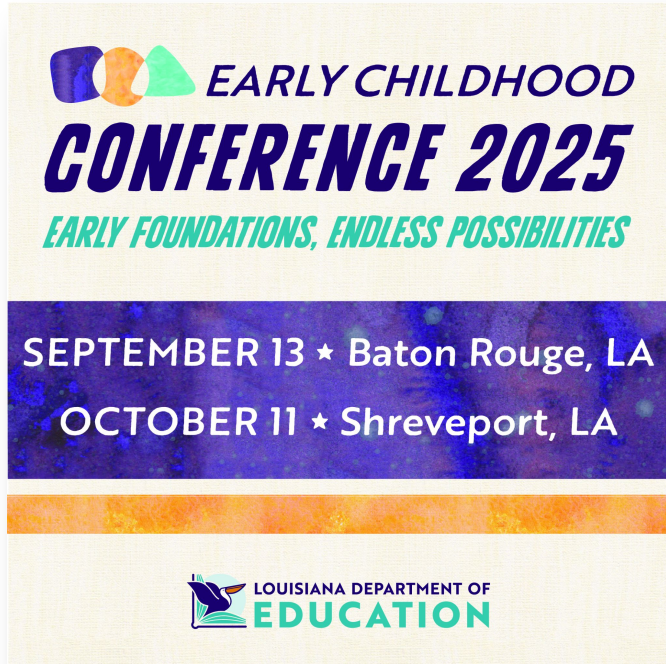
EdLink Reminders & Updates



Announcements & Upcoming Events



Early Childhood Conference 2025



SAVE THE DATES!

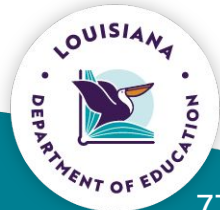
The 2025 Early Childhood Conferences will be held on Saturdays in two locations again this year. This year's theme is **Early Foundations, Endless Possibilities**.

Save the date for:
Baton Rouge - September 13
Shreveport - October 11

Additional information will be shared at a later date.

Announcements & Upcoming Events

Please contact Events@emergentmethod.com with questions.



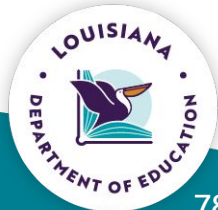
KinderSystem April Webinar

Learn about CenterTrack, a Child Care Management System (CCMS) free to Louisiana child care providers! Interested participants can access the webinar using the information below:

- **Webinar Date/Time:** Wednesday, May 21, 2025 at 12:00 p.m.
- **Webinar Link:** <https://kindersystems.zoomgov.com/j/1603144299?pwd=ZyiDw2S6gS3l0JjZUNv1Z2QFGSavYs.1>
- **Meeting ID:** 160 314 4299
- **Passcode:** 100

Announcements & Upcoming Events

For CenterTrack support contact centertrackla@kindersystems.com.



Monthly Office Hours for New Directors

The LDOE team holds New Director webinars that focus on topics related to early childhood quality or operations while also helping to expand new directors' network of peers.

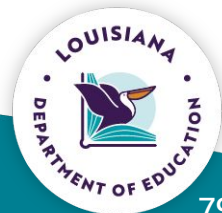
This month's topic is "Understanding the Child Care Criminal Background Check System."

Attendees can access the webinar using the information below:

- **Webinar Date/Time:** May 30 at 12:00 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/93015014527>
- **Phone Number:** 1-346-248-7799
- **Meeting ID:** 930 1501 4527
- **Passcode:** 012444

Announcements & Upcoming Events

Please contact earlychildhood@la.gov with any questions.



Monthly Provider Webinar

Providers can access the next provider webinar using the information below:

- **Webinar Date/Time:** Thursday, June 5, 2025 at 1 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/93597745872>
- **Phone Number:** 1 470 250 9358
- **Meeting ID:** 935 9774 5872
- **Passcode:** 641464

Announcements & Upcoming Events

Please contact earlychildhood@la.gov with any questions.



Provider Webinar Slides

This month's webinar slides will be available early next week in the [Quality Providers Library](#) on the [LDOE website](#).



Announcements & Upcoming Events

Please contact earlychildhood@la.gov with any questions.



Contact Information



Child Care Licensing

- Call 225-342-9905
- E-mail ldelicensing@la.gov or e-mail licensing consultants directly

Child Care Assistance Program (CCAP)

- Call 225-250-7635 or 225-614-5917
- E-mail ldeccap@la.gov or enter a [ticket](#) at the Provider Help Desk

Child Care Provider Certification

- E-mail providercertification@la.gov

Child Care Criminal Background Checks (CCCBCs)

- Call 225-342-2716 or 225-342-5311 or e-mail ldcccbbcprocessing@la.gov

General Early Childhood Support

- E-mail earlychildhood@la.gov

