
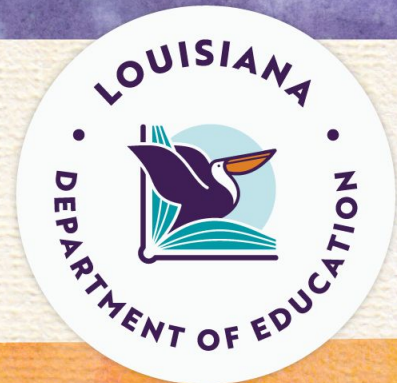


EARLY CHILDHOOD
CONFERENCE 2024
SHAPING LOUISIANA'S FUTURE



New Provider Orientation - Bulletin 137





Overview of Session

New Provider Orientation - Bulletin 137

This orientation

- Is provided to all first time directors, director designees, and owners and new directors, director designees, and owners being added to an existing license.
- Provides an overview of Bulletin 137 Louisiana Licensing rules and regulations.

Agenda

Welcome

- Overview of Training Session
- Licensing Consultants
- Communication
- Director
- Monitoring Inspections
- Preparation for a Licensing Inspection
- Application Timeframes
- Renewal Applications
- Critical Regulations
- Motor Vehicles
- Consent to Release
- EdLink Reports

Objectives

This session will provide first time owners, directors, and director designees with a general overview of licensing processes and provide a better understanding of Bulletin 137 requirements.



Welcome Activity

Welcome Activity

Any volunteers would like to share how long you have been employed, owned, or operated a licensed early learning center and what has been your experience thus far.

Licensing Consultants



New Provider Orientation - Licensing Consultants

- Each Early Learning Center has an assigned Licensing Consultant.
- The Licensing Consultant is the center's first point of contact with any questions or concerns related to Bulletin 137.
- The center's Licensing Consultant can be determined by the first letter of the center's name excluding A, And, and The.
- Licensing Consultants can be contacted by one of the following ways:
 - via phone 225-342-9905
 - email address
 - general email address ldelicensing@la.gov



Engagement Activity

New Provider Orientation - Engagement Activity 1

- Who would like to share the name of the assigned licensing consultant for their center?
- Name at least one reason you would contact a licensing consultant.



Communication

New Provider Orientation - Communication

- One of the main ways the Department will communicate with providers is through email.
- The communication will be sent to the email address provided in EdLink.
- Providers should ensure that the site's email address provided to the Department is an e-mail address specific to the center rather than specific to the center director or other staff member in the event the director is no longer associated with the center.
- If there is an email address change, providers must make the updates in Edlink by going to the center's dashboard under Entity Management.
- To see a training video on how to update site information in Edlink, please visit the Department's [website](#) for Edlink Training on [Edit Entity Change Applications Video](#).



Engagement Activity

New Provider Orientation - Engagement Activity 2

True or False

- All licensed centers should have an email address.
- The email address should be a personal email address.
- If the email address changes, it should be updated by emailing a licensing consultant.



Director or Director Designee

New Provider Orientation - Director or Director Designee

The director or director designee plays an important role in ensuring the day-to-operations of the facility runs smoothly. It is important to appoint a person who is dependable and able to respond to long-range and immediate needs.

The well-being of the children, the confidence of the parents/guardians of children in the facility's care, and the consistent professional growth of the staff depend largely upon the knowledge, skills, and presence of a director.

New Provider Orientation - Director or Director Designee

One of the most important skills a director should have is management skills. It can be viewed mainly as a means of support for the key role of educational leadership that a director provides. A skilled director should know how to use early care and education consultants such as health, education, mental health, and community resources and to identify specialized personnel to enrich the staff's understanding of health, development, behavior, and curriculum content.

Past experience working in an early childhood setting is essential to running a facility.

New Provider Orientation - Director or Director Designee

The director or director designee shall be responsible for planning, managing, and controlling the center's daily activities, as well as responding to parental concerns and ensuring that minimum licensing requirements are met.

- Each center must have a director or director designee that has been qualified (Section 1709) and approved by the Department.
- The director/director designee shall be at least 21 years of age.
- The director or director designee shall be an on-site, full-time staff person at the center during the daytime hours of operation (prior to 9 p.m.).
 - Note full-time is defined as at least 32 hours a week
- When the director is not an on-site full-time employee at the licensed location, there shall be a qualified director designee who is an on-site full-time employee at the licensed location.

New Provider Orientation - Director or Director Designee

- When the number of children present at an early learning center exceeds 42, the duties of the director or director designee must consist only of performing administrative duties.

OR

- There must be an individual present whose job duties consist solely of administrative duties and of ensuring that staff members working with children do not leave their classrooms to handle administrative duties.

New Provider Orientation - Director or Director Designee

- When the director or director designee is not on the premises due to a temporary absence, there must be an individual appointed as staff-in-charge.
 - Note temporary absence is an absence of less than 11 consecutive business days, or during nighttime care hours.
- The staff-in-charge must be at least age 21.
- The staff-in-charge must have the authority to respond to emergencies, inspections, parental concerns, and access to all required information.



Engagement Activity

New Provider Orientation - Engagement Activity 3

Scenario #1

The director is going to a conference for 2 days. There is no qualified director designee.

- Who should be in charge of operations until the director's return?
- What should the person in charge of the operations have access to?
- What should be the age of the person in charge?

Monitoring Inspections



New Provider Orientation - Monitoring Inspections

Once a license has been issued, the Department will inspect the center for compliance according to [Bulletin 137](#) at regular intervals as deemed necessary and without notice.

The Department will conduct the following types of inspections:

- Compliance
- Annual
- Incident
- Complaint
- Follow-up

The results of inspections must be posted on the Department's website.

Preparation for Licensing Inspections



New Provider Orientation - Preparation for a Licensing Inspection

Review Bulletin 137 regulations:

- Check the website daily for any changes or updates.
- Sign up for and attend webinars.

Ensure files are in compliance:

- All staff files have the required documents.
- Create a binder and/or folder for each file.
- Designate an area where files can be located and easily accessible.
- Create a checklist for staff files and new hires.
- Set up a tickler to check staff files on a regular basis (monthly or bi-weekly).

CCCBC:

- Check the roster and emails daily for notification of eligible and ineligible employees.

New Provider Orientation - Preparation for a Licensing Inspection

Inspections:

- Set ticklers for applying for annual inspections (LDH, OSFM, City Fire).
- Ensure updated Insurance policy is received each time the policy expires.
- Type III centers ensure that Academic Approval is received.
- Check expiration dates of CPR, PFA, and Medication trainings.
- Ensure staff received the required clock hours each year.

Sign-In Sheets:

- Check and conduct a walkthrough hourly to make sure census is accurate.
- Check to ensure all children are signed in and out of the center.
- Check to see if proper signatures are on the form.
- Ensure everyone present at the center is signed in on the appropriate sign-in log.

New Provider Orientation - Preparation for a Licensing Inspection

Physical Environment:

- Ensure the center and play yard is free and clear of hazards.

Vehicle:

- Logs must be accurate and up-to-date.
- Inspections must current.
- Insurance must be current.

Policies

- Ensure there are policies established, implemented, prominently posted. If the policies are not posted there must be a receipt of parent's signature.
- Conduct annual review of policies for any updates.

New Provider Orientation - Preparation for a Licensing Inspection

Emergency Preparedness

- Plan must be reviewed with all staff at least once per year.
- Evacuation pack must have required content.
- All staff must know the location of the evacuation pack.
- Maintain a copy of records, documents, and computer files necessary for continued operation in a portable file or off-site location.
- Conduct and document practice drills.
 - Note tornado drills must be conducted at least during the months of March, April, May, and June at various times.



Engagement Activity

New Provider Orientation - Engagement Activity 4

True or False

- All inspections are announced once a license is issued to operate.
- The Department does not conduct follow-up inspections.
- The results of inspections will not be posted on the Department's website.

Application



New Provider Orientation - Application Time Frames

In an effort to ensure applications and requests are completed in time for services to be provided to children, see the following time frames. If all required documentation is not submitted, there will be additional delays.

- Application for Licensure or Change of Location — up to 90 days
- Application for Change of Ownership — up to 30 days
- Change Report for Capacity increase — up to 30 days
- Change Report for Age Range — up to 30 days
- Change Report for adding Transportation — up to 30 days
- Change Report for adding a Director/Designee — up to 30 days

New Provider Orientation - Renewal Application

Per § 711. Renewal Applications

- A license must be renewed by the last day of the month in which the current license expires.
- An application for renewal of a license shall be submitted using the Department's online electronic system.
- Each center is solely responsible for timely completing the online license renewal application. Notice of time for renewal shall not be sent by the Department.
- Renewal applications should be submitted prior to the first day of the month in which the current license expires.

Note: Providers do not have until the last day of the month to submit an application for renewal.

Critical Violations and Reporting



New Provider Orientation - Critical Violations

Per §1105. Identified Violations and Fines

There are certain regulations that may require a corrective action plan that outlines required actions to be implemented or completed immediately:

- Supervision (§1713)
- CCCBC-based determination of eligibility for child care purposes (§1807)
- Child to staff ratios (§1711)
- Motor vehicle passenger checks (§2107)
- Failure to report critical incidents (§1103)

New Provider Orientation - Reporting

Emergency situations are not conducive to calm and composed thinking. Have you thought about a written plan for reporting and managing critical incidents?

A written plan would provide the opportunity to prepare and prevent poor judgements made under the stress of an emergency. Just like conducting practice drills, mock drills for critical incidents can help ease tension and build confidence in the staff's ability to respond calmly in the event of a real critical incident.

New Provider Orientation - Reporting

Per §1103. Critical Incidents and Required Notifications

Critical incidents involving children in care that require notification:

- Death
- Serious injury or illness that required medical attention
- A child left unsupervised for any amount of time
- Use of prohibited behavior management as described in §1509
- Allegations or suspicion of child abuse or neglect by center staff
- An accident involving the transportation of children
- Any child given the wrong medication or an overdose of the correct medication
- Any loss of power over two hours while children are in care
- A physical altercation between adults in the presence of children on the premises
- Reportable infectious diseases and conditions outlined in LAC 51:II.105
- Any other significant event relating to the health, safety, or well-being of any child, including but not limited to a lost child, an emergency situation, fire or other structural damage, or closure of the center.

New Provider Orientation - Reporting

Per §1103. Critical Incidents and Required Notifications

The following require immediate notification of the critical incident:

- Emergency Personnel
- Law Enforcement
- Parents

The following require notification within 24 hours of the critical incident:

- LDOE
- DCFS
- LDH
- OSFM
- Other appropriate agencies

Note: There shall not be a delay seeking care while attempting to contact a parent if emergency attention is required.

New Provider Orientation - Reporting

Per §1915. Health Services

B. Incidents, injuries, accidents, illnesses, and unusual behaviors must be reported to the parent no later than when the child is released on the day of the occurrence.

C. The following circumstances require immediate notification to parents:

- Blood not contained in an adhesive strip
- Head or neck or eye injury
- Human bite that breaks the skin
- Animal bite
- Impaled object
- Broken or dislodged teeth
- Allergic reaction skin changes (e.g. rash, spots, swelling, etc.)
- Unusual breathing
- Symptoms of dehydration

Motor Vehicle Checks



Motor Vehicle Passenger Checks

A visual passenger check of a vehicle is required to ensure that no child is left in the vehicle.

- A staff person shall physically walk through the vehicle and inspect all seat surfaces, under all seats, and in all enclosed spaces and recesses in the interior of the vehicle.
- The staff member shall record the time of the visual passenger check and sign the log, indicating that no child was left on the vehicle.

For field trips, each vehicle shall have a visual passenger check and a face-to-name count conducted at all of the following times:

- prior to leaving center for destination
- upon arrival at and prior to departure from each destination
- upon return to center

For daily transportation services, the vehicle shall have a visual passenger check made at the completion of each trip or route, prior to the staff member exiting the vehicle.



Consent to Release

Consent to Release

There must be a one-time written consent obtained from the parent prior to releasing any information, recordings, or photographs from which the child might be identified, with the exception of authorized state and federal agencies. As changes occur, the written consent must be updated.

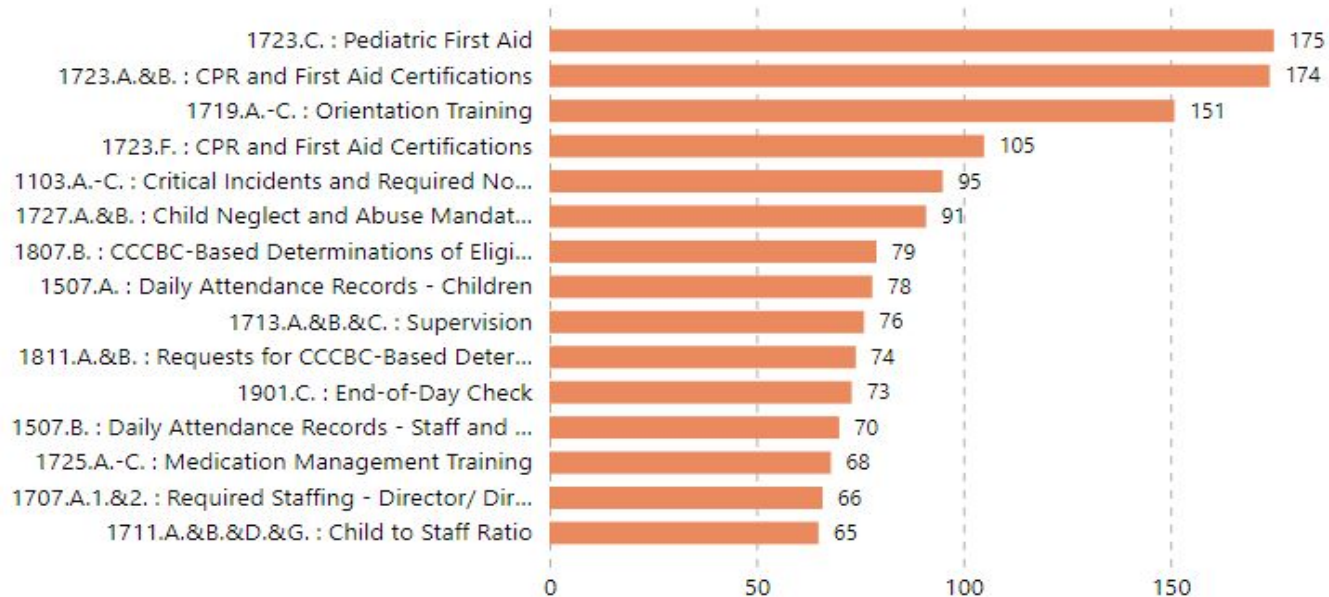
Please review the written consent before posting photos of center children to personal social media pages, use of recordings or taking photos of the center children that may be deemed inappropriate.

The image features a title slide for 'EdLink Reports'. The background is a dark, textured purple. A large, light beige rectangular area with a fine woven texture is centered on the page. The text 'EdLink Reports' is written in a bold, black, sans-serif font in the middle of this beige area. On the right side, three overlapping, L-shaped decorative bars in dark purple, orange, and teal extend from the bottom edge of the beige area towards the right edge of the slide.

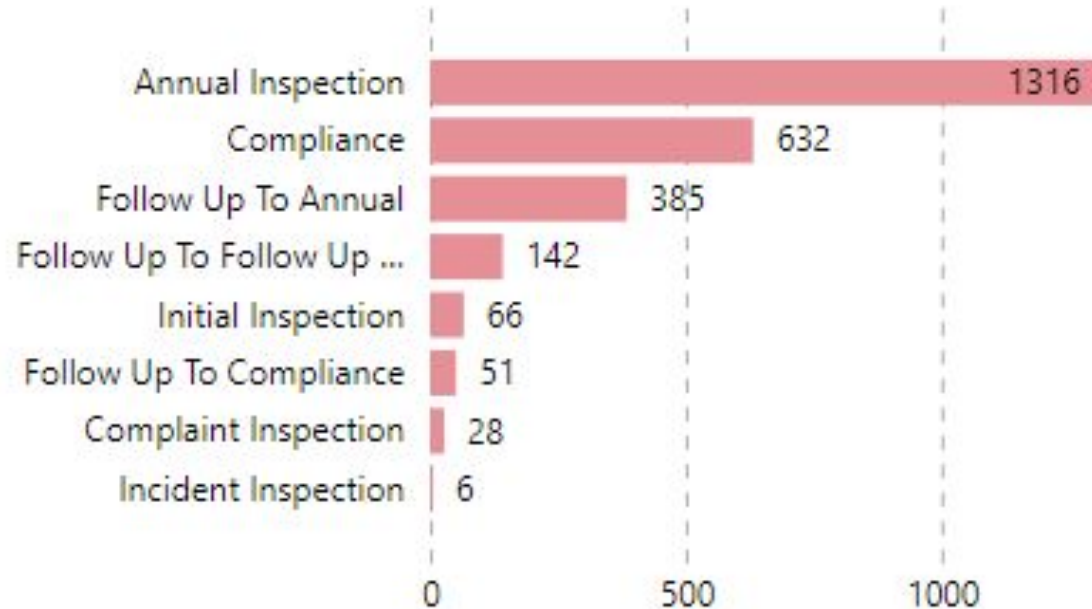
EdLink Reports

Most Cited Deficiencies for Licensed Centers January 2024 through August 8, 2024

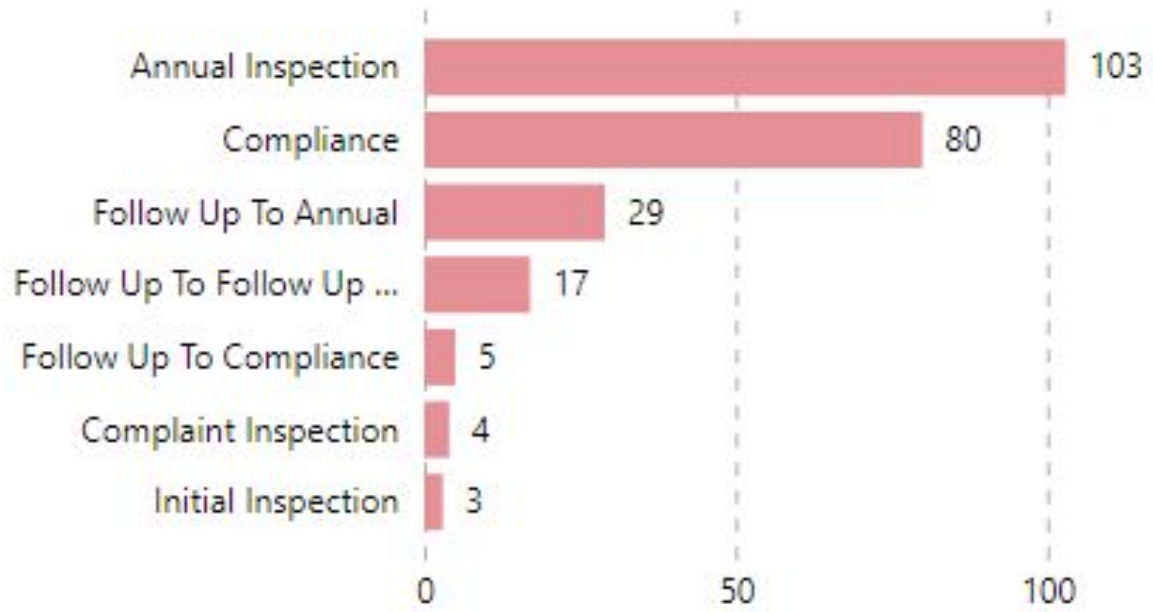
Source: Department of Health, Division of Child Care and Early Childhood Development



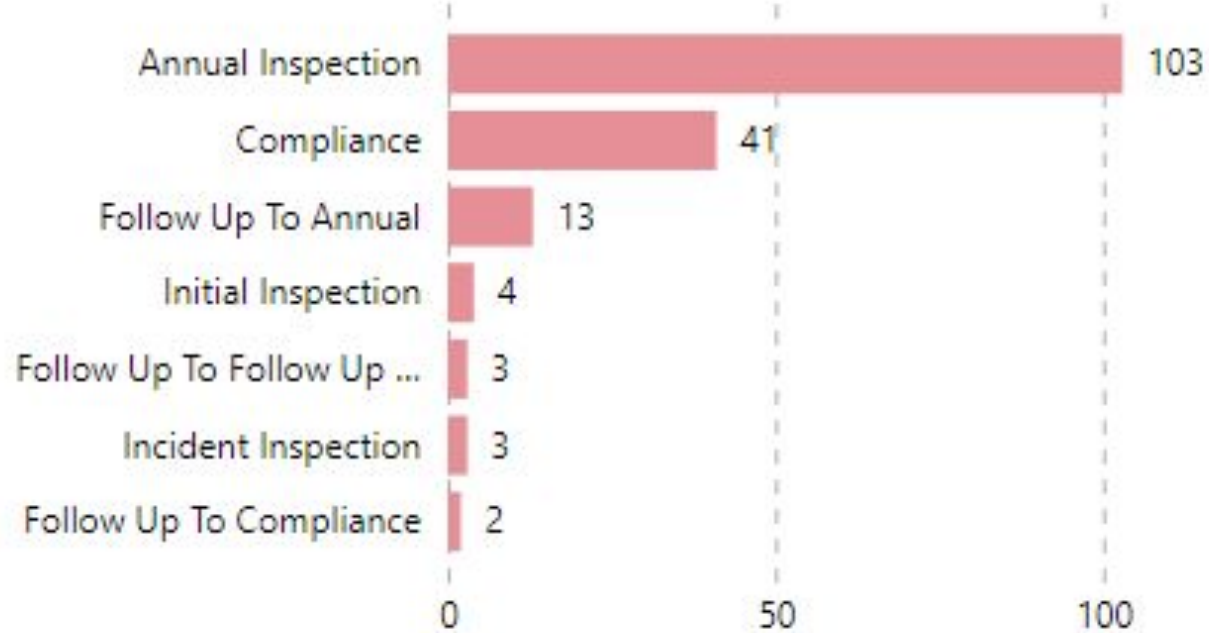
Total Deficiencies by Action Type for Licensed Centers January 2024 through August 8, 2024



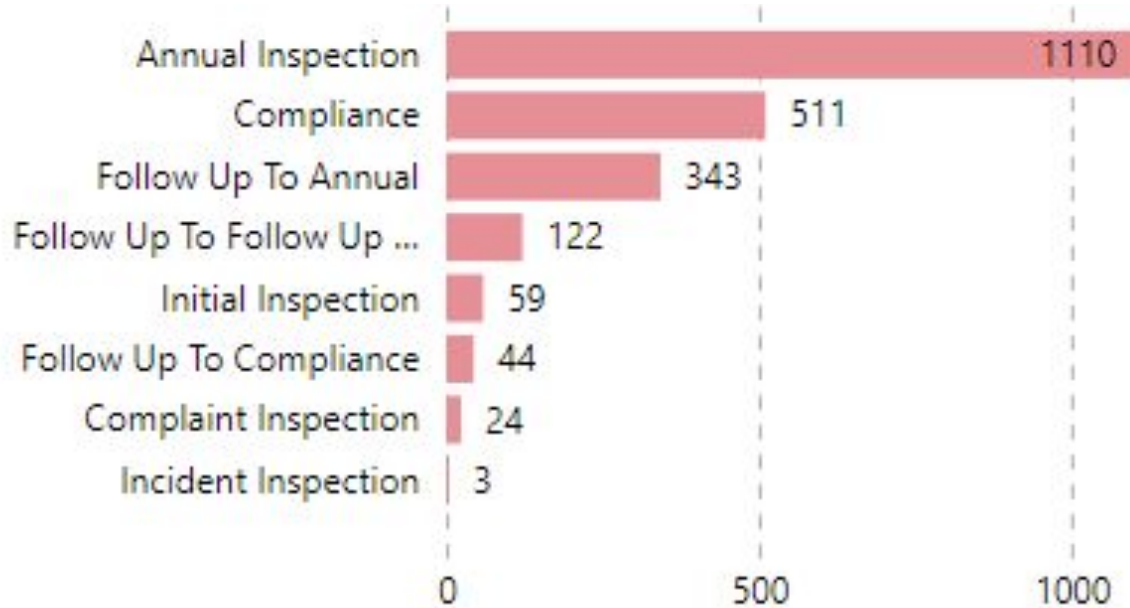
Total Deficiencies by Action for Type I Centers January 2024 through August 8, 2024



Total Deficiencies by Action for Type II Centers January 2024 through August 8, 2024



Total Deficiencies by Action for Type III Centers January 2024 through August 8, 2024





Bulletin 137 July 2024 Revisions

Bulletin 137 July 2024 Revisions

In March 2024, the Board of Elementary and Secondary Education approved revisions to [Bulletin 137](#).

- Chapter 1- Clarifies Provisionally Employed Staff, and adds a definition for a Supplement.
- Chapter 7 - Clarifies requirements for validity of licenses.
- Chapter 9 - Requires verification of compliance with licensing regulations before a change in location or change of ownership could take place
- Chapter 11 - Requires forms being submitted to be located indicated on critical incident form.
- Chapter 15 - Update attendance records to require the date is captured and technical change to monitor policy for provisionally employed staff
- Chapter 17 - Updates to child to child-to-staff ratio requirements for children age 2 years old and to Health and Safety training requirements. Additional information to be provided by October 2024.
- Chapter 18 - Clarifies requirements for monitoring of provisionally employed staff.
- Chapter 19 - Updates safety requirements regarding prohibited items and adds requirements for supplements.



Closing

New Provider Orientation - Closing Activity

Who can share one topic from this session that was made clear that wasn't clear prior?

Closing



Thank you for your attention and participation in this session for first year owners, directors, and staff members of licensed early learning centers.

We hope you were provided with a better understanding of licensing processes and expectations.

Early Childhood Contacts



Contact Information

Each Early Learning Center has a Licensing Consultant.

First Letter of Center's Name	Licensing Consultant
L, T	alicia.bourgeois2@la.gov
M, S	alicia.brown@la.gov
D, J, K	autumn.sullivan@la.gov
A, N, O, U, V, W	curieni.jackson2@la.gov
C, I, Y, Z	daryneshia.weaver2@la.gov
B, E, F, H, Q, X	nyshekita.travis@la.gov
G, R, P	phyllis.politz@la.gov

Contact Information

Child Care Licensing

- Call 225-342-9905
- Email ldelicensing@la.gov
- Email licensing consultants directly

Child Care Assistance Program (CCAP)

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

Child Care Provider Certification

- Email providercertification@la.gov

Child Care Criminal Background Checks (CCCBCs)

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

General Early Childhood Support

- Email earlychildhood@la.gov





Thank you



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LOUISIANA DEPARTMENT OF
EDUCATION