



# LOUISIANA DEPARTMENT OF EDUCATION

8/17/2016

To: Early Learning Center Providers, Family Child Care Providers and In-Home Providers

From: Lisa Brochard, Louisiana Department of Education  
Child Care Development Fund Grant Administrator

**Re: NOTICE – LEVEL 3 – Take Action: Complete a Damage Report and Reopening Form**

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The Louisiana Department of Education (LDE) would like to inform you that a disaster has been declared for the following parishes:

*Acadia, Ascension, Avoyelles, East Baton Rouge, East Feliciana, Evangeline, Iberia, Iberville, Jefferson Davis, Lafayette, Livingston, Pointe Coupee, St. Helena, St. James, St. Landry, St. Martin, St. Tammany, Tangipahoa, Vermillion, Washington, West Baton Rouge, and West Feliciana.*

If your child care center or family day home/in-home location is situated in any of the above parishes, your center **MUST** complete the form linked below and submit it to the LDE **by 5:00 PM on August 23, 2016**. Failure to do so may result in suspension of your license/certification. The form is also available at this URL - <http://www.louisianabelieves.com/early-childhood/child-care-and-development-fund-licensing/emergency-preparedness> .

## **[Early Learning Center – Damage Report and Reopening Form \(for licensed centers\)](#)**

**The form must be submitted by 5:00 PM on August 23, 2016.** The [form](#) may be:

1. scanned and emailed to [LDELicensing@la.gov](mailto:LDELicensing@la.gov);
2. faxed to 225-342-2498; or
3. mailed to:

Louisiana Department of Education – Division of Licensing  
ATTN: Child Care Center Re-Opening  
P.O. Box 4249  
Baton Rouge, LA 70821-3078

## **[Family Child Care and In-Home Providers – Damage Report and Reopening Form \(for CCAP\)](#)**

If your location is in any of the above parishes, your location's certification has been suspended pending the submission of the attached Reopening Form. **The form must be submitted by 5:00 PM on August 23, 2016.** The [form](#) may be

1. scanned and emailed to [earlychildhood@la.gov](mailto:earlychildhood@la.gov);
2. faxed to 225-342-4180; or
3. mailed to:

Louisiana Department of Education – Early Childhood  
ATTN: CCAP Provider Certification  
P.O. Box 2510  
Baton Rouge, LA 70821-3078

The LDE also suggests that you:

- Pay close attention to the messages from your local officials.
- Obtain your parish's Emergency Preparedness Contact phone number by clicking [here](#).
- Review information at the Louisiana Emergency website for more information on the disaster by clicking [here](http://www.emergency.louisiana.gov) (<http://www.emergency.louisiana.gov>).
- Review the Frequently Asked Questions:
  - [Child Care Assistance Program \(CCAP\) – Before, During and After a Disaster](#)
  - [Reinstatement of a Child Care Centers License Following a Disaster](#)
- Visit the [LDE website](http://www.louisianabelieves.com) ([www.louisianabelieves.com](http://www.louisianabelieves.com)) or call 1-877-453-2721 for updated information on the status of the disaster/storm.
- Take all precautions to be safe.