



# LOUISIANA DEPARTMENT OF EDUCATION

10/15/2020

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  
- Hurricane Delta**

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The Louisiana Department of Education (LDOE) would like to inform you that the parishes listed below are included in the Governor John Bel Edwards's [Request for Disaster Declaration](#):

*Acadia, Calcasieu, Cameron, Jefferson Davis, and Vermilion.*

If your child care center or family day home/in-home location is situated in any of the above parishes, your center or family day home/in-home **MUST** complete the form below and submit it to the LDOE **by 5:00 PM on Friday, October 23, 2020**. Failure to do so may result in suspension of your license/certification. Any reopening form submitted on or prior to October 09, 2020 (date of landfall of Hurricane Delta) must be resubmitted.

*NOTE: If you are a Type III Center and serve CCAP children, you only need to complete the Reopening form for the Early Learning Centers – Licensing.*

**Early Learning Center –**

**The form must be submitted by 5:00 PM on Friday, October 23, 2020.** The form may be:

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

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

If you have any questions, please contact our office by email [LDELicensing@la.gov](mailto:LDELicensing@la.gov) or call 225-342-9905.

*Louisiana Believes*

## Family Child Care and In-Home Providers –

**The form MUST be submitted by Friday, October 23, 2020.** The form may be:

1. filled out [here](#);
2. scanned and emailed to [ProviderCertification@la.gov](mailto:ProviderCertification@la.gov);
3. faxed to 225-342-4180; or
4. mailed to:  
Louisiana Department of Education – Early Childhood  
ATTN: CCAP Provider Certification  
P.O. Box 2510  
Baton Rouge, LA 70821-3078

If you have any questions, please contact our office by email [Providercertification@la.gov](mailto:Providercertification@la.gov) or call 225-342-1879.

The LDOE also suggests that you:

- Pay close attention to the messages from your local officials.
- See continued updated information about [Hurricane Delta](#).
- 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.
- 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](#)
- Review Louisiana Department of Health Resources:
  - [Safe drinking water including water outages and boil water advisories](#)
  - [Boil water advisory and recommendations](#)
  - [Guidelines for Food Service Facilities Operating Under a Boil Advisory](#)
  - [What to do after a flood](#)
  - [Foodservice operating after an emergency](#)
  - [Food safety after a fire](#)
  - [FDA emergency information](#)
- Visit the [LDOE website](#) or call 1-877-453-2721 for updated information on the status of the disaster/storm.
- Be safe.