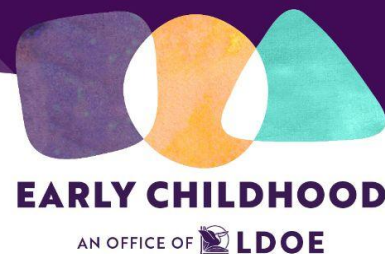




Early Childhood Newsletter



October 9, 2025

National Book Month

October is National Book Month, a time to celebrate the joy and importance of reading. For early childhood, reading is more than just storytime: it is the foundation for a lifetime of learning, imagination, and connection.

Reading aloud to young children as early as infancy stimulates cognitive skills, builds vocabulary, and enhances listening and attention spans. It also fosters strong bonds between caregivers and children.

Key benefits of early childhood reading include:

- Language development: Exposure to a wide range of words helps children develop strong verbal skills.
- Cognitive growth: Books teach children about the world around them and how things work.
- Interpersonal Skills: Engaging with stories enhances communication and cooperation.
- School readiness: Regular reading helps children recognize letters, grasp print concepts, and prepare for school.



Encouraging a love for reading early sets the stage for lifelong learning and connections.

Upcoming Deadlines

- October 29: [2025 Louisiana Child Care Parent Poll](#) closes

Upcoming Events

- October 11: Early Childhood Conference 2025 - Shreveport
- October 16: [CCAP Monthly Call for Providers](#)
- October 16: [Louisiana Educator Certification Portal: Early Childhood Ancillary Certificate Office Hours](#)
- October 17: [Early Childhood Teacher and Leader of the Year Nominations Portal Closes](#)
- October 22: [KinderSystem CenterTrack Webinar](#)
- October 23: [CCAP New Provider Training](#)
- October 28: [Young Children with Disabilities Community of Practice](#)
- October 31: [New Director Office Hours](#)
- November 6: [Monthly Provider Webinar](#)

More Important Dates

Please see the [LDOE School System Support Calendar](#)

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UPCOMING EVENTS

NEW: Early Childhood Provider Update Webinar

The LDOE hosts monthly webinars for early childhood providers. These webinars include essential reminders and updates for all provider types.

Providers can access the upcoming November Provider Update Webinar using the information below:

- **Webinar Date/Time:** November 6 at 1 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/93597745872>
- **Meeting ID:** 935 9774 5872
- **Passcode:** 641464

The October 2 webinar presentation slides are available in the [Quality Providers Library](#) on the LDOE website.

For more information, please contact earlychildhood@la.gov.

NEW: 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 "Developmental Screening, Referral, and Supports for Young Children with Disabilities." Participants will learn about developmental screening and the benefits of identifying young children with disabilities early and accurately. Participants will also be provided guidance on implementing developmental screenings, coordinating identification, and communicating with families.

Interested participants can access the webinar using the information below:

- **Webinar Date/Time:** October 31 at 12 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/93015014527>
- **Phone Number:** 1 346 248 7799
- **Meeting ID:** 930 1501 4527
- **Passcode:** 012444

Note: This will be the last Office Hours for 2025. The Office Hours will resume January 2026.

Please contact Tella.Henderson@la.gov with questions.

NEW: Young Children with Disabilities (YCWD) Community of Practice Webinar

The LDOE hosts monthly webinars for early childhood special education administrators and educators. These webinars include professional development and updates regarding young children with disabilities in early childhood settings.

Providers can access the upcoming September YCWD Community of Practice Webinar using the information below:

- **Webinar Date/Time:** October 28 at 3 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/91561982271>
- **Meeting ID:** 915 6198 2271
- **Passcode:** 787411

For more information, please contact Caitlyn.Robinson@la.gov.

NEW: CCAP Monthly Provider Call

CCAP hosts a monthly call for certified providers. The call shares updates and requirements for providers and families. Providers can access the October Monthly Call via the information below:

- **Webinar Date/Time:** October 16 at 1 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/93973785023>
- **Phone Number:** 1 470 381 2552
- **Meeting ID:** 939 7378 5023
- **Passcode:** 082226

For more information, please contact the Provider Help Desk at 225-250-7635 or 225-614-5917.

NEW: CCAP New Provider Training

CCAP hosts a monthly training for all newly-certified providers. The New Provider training gives providers all the tools and resources that support their new role as a certified provider.

The training can be accessed as follows:

- **Webinar Date/Time:** October 23 at 1 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/92152217544>
- **Phone Number:** 1 470 250 9358
- **Meeting ID:** 921 5221 7544

For more information, please contact the Provider Help Desk at 225-250-7635 or 225-614-5917.

NEW: KinderSystem September 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:** October 22 at 12 p.m.
- **Webinar Link:** <https://kindersystems.zoomgov.com/webinar/register/>
- **Webinar ID:** 160 165 2409

Please note that attendees need to register for the webinar prior to attending. Please e-mail SupportLA@KinderSystems.com with questions.

NEW: Louisiana Educator Certification Portal: Early Childhood Ancillary Certificate Office Hours

The LDOE will host dedicated office hours to support educators using the new Louisiana Educator Certification Portal, specifically focusing on the submission of the application for the Early Childhood Ancillary Certificate (ECAC).

Interested participants can access the webinar using the information below:

- **Webinar Date/Time:** October 16 at 3 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/96593320776>
- **Webinar ID:** 965 9332 0776

For more information, please contact certification@la.gov.

UPDATES FOR FUNDING AND ENROLLMENT

NEW: Child Care Assistance Program (CCAP) Provider Help Desk Ticket System

The [CCAP Provider Help Desk](#) has transitioned to using a [new ticket system](#). The new system streamlines access while including features that enhance timely resolution of provider queries.

Additional information and helpful resources on utilizing the new system was e-mailed to all providers on October 2. Be sure to check both your Junk and Spam e-mails for the information.

Providers having difficulty using the [new ticket systems](#) can use the CCAP Provider Help Desk e-mail, CCAPPHD@la.gov, in the interim, to submit queries or questions about the new system. Providers are also welcome to call the Provider Help Desk for assistance. Provider Help Desk staff will continue to research and share resolutions to aid providers.

- When e-mailing inquiries, please include in the subject line a topic, your site's name, and your site's provider number.

For further assistance, contact the CCAP Provider Help Desk at 225-250-7635 or 225-614-5917.

REMINDER: Child Care Assistance Program (CCAP) Prospective Payments and Provider Renewals

It is imperative that Type III license renewals and CCAP certification renewals are completed timely so that prospective payments following the renewal date are not delayed.

- It is important to note that a site's license application and CCAP certification submission deadline is different from the site's license and certification expiration date: in other words, while the license and certification expiration date may be July 31, the renewal/re-certification deadline is June 30.

An application for renewal of a license and certification shall be submitted using the LDOE's online electronic system, and each site is solely responsible for completing the online license renewal application timely. "Timely" means that a license and certification renewal must be submitted **no later than** the last day of the month prior to the month in which the current license expires:

- For example, if your license expires November 30, you must submit your license and certification renewal by no later than October 31. Notice is given 60 days prior to the expiration date via EdLink e-mail alert.

The renewal process should be fully completed no later than the 15th day of the renewal month to avoid delays in payments.

- Note: Failure to initiate renewal/re-certification by no later than the *renewal/re-certification deadline* (not the license/certification expiration date) may cause a gap in payment.

For assistance, contact the CCAP Provider Help Desk at 225-250-7635 or 225-614-5917.

REMINDER: CCAP Case Redetermination Extensions

As the LDOE begins the work to transition all CCAP applications to the new client application portal, redeterminations for October 2025 - December 2025 will be extended between April 2026 and June 2026.

Note: A new notice for redetermination will be mailed to the families and providers at the new time of redetermination.

For questions, families should contact the LDOE Call Center at 1-877-453-2721, and providers should contact the CCAP Provider Help Desk at 225-250-7635 or 225-614-5917.

UPDATES FOR LICENSED CENTERS

NEW: Orientation Training

Orientation training is not just about showing new staff how to clock in or where the break room is located: Orientation training sets the groundwork for creating a safe and nurturing environment where children can flourish and staff can perform confidently and competently.

- Orientation should cover essential policies, procedures, expectations, safety protocols, and daily routines.
- Orientation should also familiarize the new staff with the values and culture of the center.
- If done right, orientation bridges the gap between hiring and hands-on work, ensuring that new staff members start with the tools and knowledge needed to succeed.

As a reminder, [Bulletin 137](#) requires the following:

- Within seven calendar days of the first day present at the center, and prior to assuming sole responsibility for any children, each staff member shall receive center-specific orientation to the policies and practices of the center.
- Within seven calendar days of the first day present at the center, and prior to assuming sole responsibility for any children, each staff member shall complete the LDE Key Training Module 1 and the DCFS online Mandated Reporter Training.
- Within 30 calendar days of the first day present at the center, and prior to assuming sole responsibility for any children, each staff member shall complete the LDE Key Orientation Training Modules 2 and 3.
- All staff members responsible for transporting children shall receive additional orientation training prior to assuming transportation duties.

For questions, licensed centers should contact a [licensing consultant](#).

NEW: Child Neglect and Abuse Mandatory Reporter Training

Early learning center staff are often among the first outside of the home to observe signs of abuse or neglect. Because of this, early learning staff are classified as mandatory reporters. In order to fulfill this role effectively, completion of the Child Neglect and Abuse Mandatory Reporter training is essential.

This training helps staff recognize warning signs such as the following:

- Unexplained bruises, burns, or injuries
- Inappropriate sexual knowledge for age
- Poor hygiene or signs of malnutrition

[Bulletin 137](#) requires all staff members to annually complete the online child abuse and neglect Mandated Reporter Training provided by DCFS.

Please contact your [Licensing Consultant](#) with questions.

NEW: Room Capacity

Overcrowding of rooms can be unsafe. Too many children in a small space can increase the risk of inadequate supervision as well as accidents and injuries. Adhering to the room capacity helps maintain safer supervision and reduces stress of staff members when they are not overwhelmed by too many children.

Per [Bulletin 137](#), the following is required:

- a minimum of 35 square feet of usable indoor space shall be available per child in rooms with cribs
- there shall be adequate open floor play space available for crawling, walking, pulling up and playing that is free of routine care furniture

Please contact your [Licensing Consultant](#) with questions.

UPDATES FOR LICENSED CENTERS, FAMILY CHILD CARE, AND IN-HOME PROVIDERS

NEW: CCCBC Application Processing: Important Marital Status Guidelines

To maintain the integrity of the Child Care Criminal Background Check process, all child care applicants must list every alias and maiden name on the CCCBC application. This requirement applies to anyone who is married,

divorced, separated, or widowed. Both the current surname and any former surnames, including maiden names, should be provided.

If a legal surname change has not occurred following marriage or divorce, a spouse's or ex-spouse's surname must still be included as an alias. The Department of Children and Family Services reviews all names provided, current and former, when conducting State Central Registry searches. This thorough approach helps ensure that no relevant records are missed due to name changes or variations.

Please note, applications missing required maiden names or aliases will be returned for correction. Including all pertinent surnames is essential for a complete and accurate background check.

Please contact LDECCBCprocessing@la.gov with questions.

NEW: 2025 Louisiana Child Care Parent Poll

The Louisiana Policy Institute for Children, in partnership with the LDOE, is administering its annual survey to help further understand the child care needs of Louisiana families with children under the age of 5.

The [2025 Louisiana Child Care Parent Poll](#) opens October 15, and can be shared in [English](#), [Spanish](#), and [Vietnamese](#).

This survey is for any parent, guardian, or caregiver raising children under the age of 5, not just for moms and dads. Participation in this survey is entirely voluntary and will not affect families' eligibility for child care or any other services. Families do not need to complete this survey to continue participating in any public program, including the Child Care Assistance Program (CCAP). All answers will be kept confidential, and participants can answer the survey without giving their name. The survey will take less than 15 minutes to complete.

Please share the survey with families in one of the following ways:

- Download printable flyers (available in [English](#), [Spanish](#), and [Vietnamese](#)) with the survey link and post them on a parent information board.
- Share the survey on Facebook and/or Twitter. This [social media toolkit](#) has several templates and graphics for Facebook and Twitter posts to help promote the survey.
- Send a letter about the Parent Poll (to be released by the LDOE on October 15) home to families.
- E-mail the content of the Parent Poll letter to families.

The poll closes October 29. Should you have any questions about the survey, please contact info@policyinstitutela.org

REMINDER: The 2027 Early Childhood Teacher and Leader of the Year Nominations Portal is Now Open!

The search is now on for next year's Early Childhood Teacher and Leader of the Year honorees. Part of the selection process includes recommendations from teachers, directors, district employees, parents, colleagues, and community members. If you know an outstanding early childhood teacher or leader who works in a Type III early learning center or FCC, please submit a nomination and/or self-nomination.

The [nominations portal](#) is open through October 17, 2025. Multiple nominations are accepted, as well as self-nominations. At the end of the nominations process, the LDOE will review nominees, and the nominees will be encouraged to apply for the award.

To learn more about the current and previous Early Childhood Teacher and Leader of the Year honorees, visit the [Awards Resources](#) library.

Please contact Shallan.Jones@la.gov with questions.

REMINDER: School Readiness Tax Credits (SRTC)

Early childhood educators must have a valid Early Childhood Ancillary Certificate (ECAC) by December 31 to qualify for certain levels of SRTCs.

Directors and teachers with an expiring Early Childhood Ancillary Certificate must submit a renewal application at least 4-6 weeks before expiration, via the [Louisiana Educator Portal \(LEP\)](#).

- Note: Incomplete applications or applications submitted after November 1 may not be processed by the Certification Team before the deadline and thus may not qualify for re-leveling and a potential increase in SRTCs for tax year 2025.

Early Childhood Director User Guides for (LEP) are available on [TeachLouisiana.net](#) and the [Louisiana Educator Portal](#) homepage:

- [Early Childhood Director Guide](#)
- [Applicant Guide](#)

For re-leveling on the Louisiana Pathways Career Ladder, new credentials and certifications should be submitted via e-mail to cowanj@nsula.edu or via mail to Louisiana Pathways before December 31 at the address below:

Louisiana Pathways
Attention: Career Development
1800 Warrington Place
Shreveport, LA 71101-4425

Submit certification questions at <https://ldoe.force.com/s/ask-certification>. For questions regarding Pathways Leveling, contact cowanj@nsula.edu.

CONTACT US



- For questions regarding licensing or child health and safety, please contact LDElicensing@la.gov.
- For questions regarding the Child Care Assistance Program (CCAP), please contact the LDECCAP@la.gov.
- For all questions regarding Child Care Criminal Background Check processing, please contact LDEcccbcprocessing@la.gov.
- For all other questions regarding early childhood, please contact earlychildhood@la.gov.
- Subscribe to our monthly newsletter by completing our [Newsletter Signup](#) form.