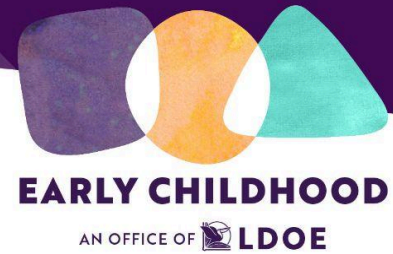




Early Childhood Newsletter



November 13, 2025

National Family Literacy Month

November is National Family Literacy Month! The LDOE encourages all Early Childhood Care and Education stakeholders to inspire parents and other caregivers to read to their children, celebrating the joy of reading together.

Early Childhood Care and Education providers and systems are uniquely positioned to bring awareness about the important role families play in their children's education. The foundation for children learning to read starts early through interactions with those around them. These experiences, especially with family members, help young children develop communication skills and expand their vocabulary.

Reading together not only builds listening and memory skills but also makes reading enjoyable, encouraging children to become confident readers. Families are a key support system, providing ongoing guidance as children grow and develop.



The LDOE asks all Early Childhood Care and Education providers and systems to promote National Family Literacy Month by planning activities focused on family reading. To support families, providers can:

- Share information and strategies with families related to the value of reading with their child(ren)
- Provide continuous encouragement to families on the importance of reading together
- Engage families in discussions about what they can do at home to support their child(ren) throughout different stages of development

Upcoming Deadlines

- January 14: [Early Childhood Teacher and Leader of the Year Application Closes](#)

Upcoming Events

- November 12: [KinderSystem CenterTrack Webinar](#)
- November 20: [CCAP Monthly Call for Providers](#)
- November 21: [CCAP New Provider Training](#)
- December 4: [Monthly Provider Webinar](#)
- December 18: [Early Childhood Teacher and Leader of the Year Application Support](#)

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 December Provider Update Webinar using the information below:

- **Webinar Date/Time:** December 4 at 1 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/93597745872>
- **Meeting ID:** 935 9774 5872
- **Passcode:** 641464

The November 6 webinar presentation slides are available in the [Quality Providers Library](#) on the LDOE website.

For more information, please contact earlychildhood@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 November Monthly Call via the information below:

- **Webinar Date/Time:** November 20 at 1 p.m.
- **Webinar Link:** [CCAP Monthly Call for Providers](#)
- **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:** November 21 at 1 p.m.
- **Webinar Link:** [CCAP New Provider Training](#)
- **Phone Number:** 1 470 250 9358
- **Meeting ID:** 920 6545 2011

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:** November 12 at 12 p.m.
- **Webinar Link:** [CenterTrack Webinar](#)
- **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.

UPDATES FOR FUNDING AND ENROLLMENT

NEW: Child Care Assistance Program (CCAP) KinderConnect: Submitting Attendance

Certified providers must submit attendance weekly through KinderConnect. Submitting weekly attendance prevents clients from being included on an Underutilized Report.

If using a different Child Care Management System (CCMS), ensure it is linked to KinderConnect so attendance can be submitted weekly. Ensure children's names are spelled the same in both your CCMS and in the KinderConnect portal. Misspelled names prevent correct attendance from being recorded in KinderConnect, because the system views misspelled names as 2 different children.

Contact KinderSystems immediately, at 1-888-829-9258 or supportLA@kindersystems.com, if your site's attendance system is not linked to KinderConnect and if you have not been submitting attendance weekly.

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

NEW: Child Care Assistance Program (CCAP) Provider Recertification: Banking Information

As providers renew CCAP certification, it is imperative that the correct banking response is selected in EdLink.

- If the provider's banking information is the same—specifically, if the provider is using the same bank, has the same account, and has the same routing number as before—the provider must select “**No**” to the question of “**Do you want to update your banking information?**”
 - **With this response the provider's banking information will remain the same.**
- If the provider selects “**Yes**” to the question “**Do you want to update your banking information?**” the provider will begin receiving paper checks until the bank change is processed in EdLink.

For further assistance, email Provider Certification at ProviderCertification@la.gov.

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 Junk and Spam e-mail folders for the information.

Providers having difficulty using the [new ticket systems](#) can use the CCAP Provider Help Desk e-mail, CCAPPHD@la.gov, 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: CCAP Case Redeterminations

Redeterminations for Louisiana CCAP families will resume in January 2026. Redetermination notices for these families will start to go out in the month of December.

It is important that all Louisiana families have the most up-to-date contact information on file with the Department.

Starting next week, the Department will begin contacting families and providers regarding case re-certification or denial of ongoing eligibility for CCAP B-3 Seats. This notification will include any copay amount that may be required by the LDOE.

At that time the Department will give families and providers instructions to begin signing in and out with KinderConnect.

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: Annual Influenza Information

Influenza also known as the “Flu” has arrived. Please ensure your parents are aware of this information concerning influenza. See the following links to additional resources:

- [Bureau of Infectious Diseases | Louisiana Department of Health](#)
- [Influenza \(Flu\) | Louisiana Department of Health](#)
- [Flu Facts](#)
- [Pandemic Flu](#)
- [Flu Symptoms & Complications](#) (CDC)
- [Similarities and Differences between Flu and Covid-19](#) (CDC)
- [Benefits of the Flu Vaccine](#) (CDC)
- [Key Facts About Seasonal Flu Vaccine](#) (CDC)

For questions, please contact the [Bureau of Infectious Diseases](#).

REMINDER: Orientation Training

Orientation training remains among the top-cited of deficiencies during annual inspections, compliance inspections, and complaint investigations. Remember, orientation 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: Critical Incident and Required Notification

[Bulletin 137](#) requires all early learning centers to make notification for critical incidents that are identified in §1103.

Reporting these incidents timely matters because:

1. Immediate reporting ensures that appropriate care, supervision, and support are provided without delay.
2. Timely communication protects our relationships with parents.

As a reminder, immediate notification must be made to parents and emergency personnel and law enforcement, if applicable. Within 24 hours or no later than the next business day, LDOE and any other appropriate agencies such as DCFS-Child Welfare must be notified.

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

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

NEW: Child Care Criminal Background Check (CCCBC) Applications and Out-of-State Residential Requirements

Federal regulations ([45 CFR §98.43](#)) require that applicants who have resided in another state within the past five years must undergo additional background checks. For these individuals, the CCCBC Section must request the following from each applicable state:

- A name-based Criminal History Record Information (CHRI) search
- A name-based Sex Offender Registry (SOR) search
- A name-based Child Abuse and Neglect (CAN) Registry search

To help prevent processing delays, providers should carefully review and follow the CCCBC instructions. Out-of-state forms and detailed instructions can be found in the “Attachments” section of the CCCBC application. Providers must complete the required forms and upload the required forms to the CCCBC System to complete the application process.

Please note: Some states require original documents for processing. If original CAN or CHRI forms are needed, mail them to the Louisiana Department of Education; do not hand-deliver these forms. The LDOE will forward forms to the appropriate state agency. All uploaded documents will be reviewed by the LDOE, which will coordinate the necessary background checks with each state.

For questions or assistance, contact the CCCBC team at LDECCCBCprocessing@la.gov.

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

The search is now on for next year’s Early Childhood Teacher and Leader of the Year honorees. The [application portal](#) is open until January 14, 2026, at 11:59 p.m.

Anyone who is eligible for the award can apply, not only those who were nominated. Eligible applicants must be a Teacher or a Leader in a Type III child care center, a CCAP-certified FCC site, or a Head Start or Early Head Start program.

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.

NEW: Virtual Fatherhood Listening Session

The Louisiana Task Force on Fatherhood Engagement is hosting a **Virtual Fatherhood Listening Session**. The Task Force wants to hear from fathers across Louisiana about their experiences, challenges, and the support and

resources that would help strengthen their families, to help shape future policies and programs.

Virtual Zoom Event Details:

- **Date/Time:** Thursday, November 20, 2025, at 6-8 p.m.
- **RSVP Here:** <https://forms.gle/862TMrhv8xxaXJGj6>

If unable to attend the session, fathers are encouraged to share their perspective through the [Fatherhood Engagement Task Force Survey](#).

Please share this information with fathers of the children you serve. For more information, please contact earlychildhood@la.gov.

REMINDER: School Readiness Tax Credits (SRTC)s

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

Directors and teachers who are seeking an initial ECAC or have an expiring Early Childhood Ancillary Certificate must submit an application, in its entirety, with all site approval, **by no later than November 30**, via the [Louisiana Educator Portal](#) LEP

- For those with expiring ECACs, please do not wait to receive a notification that it is time for your renewal: please check your renewal date and begin the renewal process to ensure timely submission in the new system.

Incomplete applications or applications submitted after November 30 are not guaranteed to be processed by the Certification Team before the deadline and thus may not qualify for re-leveling and a potential increase in SRTC)s for tax year 2025.

Early Childhood Ancillary Certificate application resources are posted on [TeachLouisiana.net](#):

- [Applicant Guide](#)
- [Early Childhood Director Guide](#)
- [Early Childhood Director Training - recorded session](#)
 - Full session for Directors and CCR&R representatives that sign renewal applications
 - Applicants may view minutes 12 - 35 for a demonstration of the initial ECAC and ECAC Renewal applications
- [Logging into the Louisiana Educator Portal - Individual Applicants](#) article on the Teacher Certification Help Center

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 LDcccabcprocessing@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.