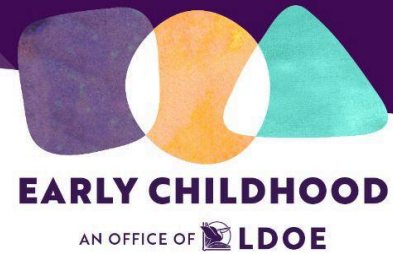




# Early Childhood Newsletter



May 14, 2026

## May is Water and Swim Safety Month!

May has officially been recognized as Water and Swim Safety Month! As warmer weather arrives and families spend more time enjoying pools, lakes, splash pads, and beaches, this month serves as an important reminder to prioritize water safety. Water play offers valuable opportunities for fun, exploration, and physical activity for young children, but it also requires intentional planning, close supervision, and proper safety precautions.

Water activities in early learning settings can be both engaging and enriching, particularly during the summer months. To help ensure children remain safe, active supervision is essential at all times during any water-related activity. Staff should remain fully attentive, position themselves so all children are visible and within reach, and eliminate distractions while supervising children near water.



*Bulletin 137 §1913.* Water Activities requires the following:

- Written parental authorization for a child to participate in any water activities (pool or body of water) or water play activities (sprinklers, slip-and-slides, or water tables)
- Children under age three shall not engage in water activities due to the risk of contamination and disease
- The use of saunas, spas, or hot tubs is prohibited
- Swimming, wading, and boating is prohibited in lakes, ponds, and other similar bodies of water
- Written procedures describing the method staff shall use to account for children and ensure their safety while engaged in water activities
- A certified lifeguard be present and supervising the children and may be counted in the child to staff ratio when children use a pool or other body of water with a depth of more than 2 feet
- Documentation of the current certification of the lifeguard for on-site water activities
- Documentation of the current certification of the lifeguard, such as a letter of documentation that the lifeguard has current certification, whether the lifeguard is furnished by the center or the off-site water location, for off-site water activities
- At least two staff members who are responsible for supervising children in swimming or wading pools or in other water activities, whether on-site or off-site, who are certified in infant, child, and adult CPR and pediatric first aid and shall maintain documentation of such certification

## Upcoming Deadlines

- May 15: [Early Childhood CLASS® Portal](#) Preliminary Informational Metrics Review
- May 31: Academic Approval Renewal Due

## Upcoming Events

- May 18: [EdLink New User Account Set-up and Access Webinar](#)

- May 19: [Young Children with Disabilities Community of Practice](#)
- May 20: [KinderSystems CenterTrack Webinar](#)
- May 20: [Early Childhood Active Coaching Office Hours](#)
- May 21: [CCAP Monthly Call for Providers](#)
- May 25: [EdLink New User Account Set-up and Access Webinar](#)
- May 26-28: Teacher Leader Summit
- May 28: [CCAP New Provider Training](#)
- May 29: [New Director Office Hours](#)
- June 1: [EdLink New User Account Set-up and Access Webinar](#)
- June 4: [Monthly Provider Update Webinar](#)
- June 8: [EdLink New User Account Set-up and Access Webinar](#)
- June 9: [Monthly CNLA Update Webinar](#)

### More Important Dates

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

### In This Issue

[Upcoming Events](#)

[Updates for Funding and Enrollment](#)

[Updates for Licensed Centers](#)

[Updates for Licensed Centers, Family Child Care, and In-Home Providers](#)

[Contact Us](#)

## 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 June Provider Update Webinar using the information below:

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

Past webinar slides can be located on the [Quality Providers Resources](#) webpage under “Early Childhood Provider Webinars.”

For more information, please contact [earlychildhood@la.gov](mailto:earlychildhood@la.gov).

### NEW: Early Childhood Active Coaching Office Hours

The LDOE hosts monthly Active Coaching Office Hours specifically for early learning sites participating in site improvement. These sessions provide important reminders, guidance, and updates to support continuous growth and implementation efforts. The May focus area is “An Overview of Making the Most of Classroom Interactions.” During this session, participants will gain a deeper understanding of the supports that strengthen classroom quality.

All early learning providers are welcome to attend. Providers can access the upcoming webinar using the information below:

- **Webinar Date/Time:** May 20 at 1 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/98038985498>
- **Meeting ID:** 980 3898 5498
- **Passcode:** 989833

For more information, please contact [earlychildhood@la.gov](mailto:earlychildhood@la.gov).

### NEW: Office Hours for New Directors

The LDOE team hosts New Director Office Hours focused on sharing information about early childhood quality and

operations while also expanding new directors' peer networking.

This month's topic is "Empowering Families: A History of Families Helping Families and the Values of Act 378. Participants will be able to summarize the history, purpose, and impact of Families Helping Families (FHF).

Interested participants can access the webinar using the information below:

- **Webinar Date/Time:** May 29 at 12 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/98824530491>
- **Meeting ID:** 988 2453 0491
- **Passcode:** 760909

Please contact [Tella.Henderson@la.gov](mailto: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 May YCWD Community of Practice Webinar using the information below:

- **Webinar Date/Time:** May 19 at 3 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/99301224453>
- **Meeting ID:** 993 0122 4453
- **Passcode:** 497464

For more information, please contact [Emily.Coussou@la.gov](mailto:Emily.Coussou@la.gov).

#### **NEW: CCAP Monthly Provider Call**

CCAP hosts a monthly call for all certified providers that shares CCAP updates and requirements for providers and families. Providers can access the May call via the information below:

- **Webinar Date/Time:** May 21 at 1 p.m.
- **Webinar Link:** [CCAP Monthly Call for Providers](#)
- **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 training gives providers essential tools and resources that support them in their new role as a certified provider. The training can be accessed via the information below:

- **Webinar Date/Time:** May 28 at 1 p.m.
- **Webinar Link:** [CCAP New Provider Training](#)
- **Meeting ID:** 973 3264 6864

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

#### **NEW: KinderSystems May 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:** May 20 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](mailto:SupportLA@KinderSystems.com) with questions.

#### **NEW: EdLink New User Account Set-Up and Access Webinar**

These webinar sessions are to assist providers with setting up EdLink User accounts, securing access to sites, and addressing other EdLink OPS requests. Interested participants can access the webinar using the information below:

- **Webinar Date/Time:** Mondays May - July 2026 at 10 a.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/93164206416>
- **Meeting ID:** 931 6420 6416

For any questions, please submit a [support ticket](#), and an EdLink Support Team Member will address your issues.

---

## UPDATES FOR ACADEMICS, FUNDING, AND ENROLLMENT

### REMINDER: Early Childhood Literacy Initiative - Early Childhood Curriculum Funding, Reviews, and Updates to the Tier I Early Childhood Curriculum List

The LDOE updated the state's *Early Learning and Development Standards* (ELDS) in 2024 to reflect the latest research and best practices in early childhood education. In alignment with these updated standards, the LDOE has revised the "2025-2026 Instructional Materials Review (IMR) Rubric" for Early Childhood Education (ECE), Ages Birth to Five, and is currently continuing to review newly-submitted early childhood curricula.

The LDOE has allocated funding for new infant, toddler, and pre-k curriculum purchases. This funding was approved by BESE at its January 14 meeting, and funding is now available through eGMS to CNLAs, for school-based Pre-K classrooms, and to CCR&Rs, for child care classrooms. This funding opportunity will run from February 1 - June 30.

Funding can be used to provide the following:

- **Curriculum Allocation:** The curriculum allocation will be used to purchase newly-rated high-quality instructional materials (rated as Tier I) that align to the updated [Early Learning and Development Standards](#) and LDOE IMR review processes. The newly-rated Tier I curriculum list is being populated as reviews are completed and can be located on the [IMR webpage](#) "Early Childhood Instructional Materials" dropdown.

Currently, four curricula have completed the IMR process and have been approved as Tier I:

- Great Minds PBC - Eureka Math Squared, Level PK - ECE, Ages 4-5
- Frog Street Press, LLC - Frog Street Pre-K Louisiana, ECE Ages 4-5
- Frog Street Press, LLC - Frog Street Preschool Louisiana, Threes
- Frog Street Press, LLC-Frog Street Infant: Joyful Beginnings, Louisiana
  - CNLAs should work with schools to purchase newly-rated Tier I curriculum and curriculum-aligned professional development requested by school-based publicly funded pre-K classrooms.
  - CCR&Rs should work with child care sites to purchase newly-rated Tier I curriculum and curriculum-aligned professional development requested for infant, toddler, and preschool classrooms by Type III child care and FCC sites who have opted into Academic Approval.

*Please note: Newly-approved Frog Street curriculum now has "Louisiana" in the title. All previous versions will be archived.*

- Currently, five curricula are in the review stage of the IMR process. Those currently in review include the following:
  - Teacher Created Materials, Inc. Explore & Learn
  - AppleTree Institute for Education Innovation-Every Child Ready, Pre-K 3-4 (2024)
  - No Tears Learning, Inc. Learning Without Tears-Get Set for School Pre-K Program (2021), Ages 4-5
  - CELEBRATE Successful Early Learning-FOUNDATIONS, Ages 3-4 (2022)
  - Still in prescreening: Teaching Strategies-The Creative Curriculum

**IMPORTANT:** All curricula in the review stage or in prescreening have a completion date of 6/30/26 or later.

- **Science of Reading (SoR) Training Stipend Allocation (available for district-employed pre-K teachers, through CNLAs):** The SoR Training stipend allocation will be used to provide LDOE-created SoR training to support early identification and interventions, including for teachers of young children with disabilities who teach pre-K.
  - This portion of the allocation offered through CNLAs to school-based pre-K educators will fund \$250

stipends for the completion of 3 LDOE Science of Reading pre-K modules through the LDOE Canopy platform.

- The Early Childhood *Science and Art of Reading* professional learning series aims to equip educators with a shared understanding of the knowledge and skills needed to implement scientifically-based literacy instruction. This professional development series is housed in the LDOE's [Louisiana Professional Learning Platform](#), and the course code is **C100N1N9**.
- Please note: There will be additional funding opportunities for training stipends for publicly funded child care center teachers, Early Head Start/Head Start teachers, Family Child Care educators with Academic Approval, and NSECD teachers in publicly funded sites presented at August 2026 BESE.

The LDOE is committed to supporting providers and school systems through this transition. Information about new Tier I curricula that have been approved will continue to be made available via this newsletter, e-mail blasts, and webinars. These newly-reviewed and approved resources will ensure that all early childhood classrooms are equipped with high-quality, standards-aligned instructional materials that support strong learning outcomes for every child, from birth to age five.

Please reach out to [LouisianaCurriculumReview@la.gov](mailto:LouisianaCurriculumReview@la.gov) with questions related to the instructional materials reviews. For all other questions, including those related to funding, purchases, and newly-rated curriculum, please reach out to [earlychildhood@la.gov](mailto:earlychildhood@la.gov).

### **NEW: B-5 Preschool Development Grant Allocations**

The LDOE received the 2026 Preschool Development Grant Birth through Five (PDG B-5), designed to strengthen early childhood programs and enhance program quality. The LDOE has allocated funding for early childhood workforce, family engagement, literacy, and young children with disabilities initiatives. This funding was approved by BESE at its April 16 meeting and is now available through eGMS to Community Network Lead Agencies, Ready Start Networks, and Child Care Resource and Referral agencies to support publicly funded child care centers, FCCs with Academic Approval, school-based pre-K programs, NSECD programs, and Early Head Start/Head Start (EHS/HS) programs. This funding opportunity will run from May 1 - December 30.

Through this grant, the LDOE targets the following outcomes:

- **Early Childhood Workforce:** Strengthen the workforce by providing professional development and workforce strategies to strengthen educators and promote family engagement.
  - Ready Start Networks (RSNs) and Child Care Resource and Referral agencies (CCR&Rs) will support professional development and workforce strategies to support professional development and workforce strategies including:
    - Instructional support in alignment with the ELDS (including the purchase of Tier I curriculum and curriculum supports)
    - Teacher evaluation support in alignment with CLASS®
    - Early Childhood Workforce Strategies (e.g., professionalism, teacher recruitment and retention)
    - Site-based Early Childhood best practices (e.g., Active Supervision, Utilizing Assessment Data)
    - Developing leadership and business practice professional development content to be used long-term within the local network
    - Provide coaching and implementation support related to the EC Workforce
- **Family-Centered Summits:** Foster family engagement and leadership through early childhood family-centered summits.
  - Ready Start Networks (RSNs) and Child Care Resource and Referral agencies (CCR&Rs) will coordinate with early childhood providers and community partners to host regional Family-Centered Summits. Family-Centered Summits are interactive learning experiences where families can:
    - Participate in hands-on demonstrations of learning activities for young children
    - Learn about developmental milestones
    - Explore strategies to support learning during everyday routines
    - Access information about early learning programs and community resources
    - Share feedback about their experiences with early childhood programs
- **Young Children with Disabilities:** Promote early identification, evidence-based practices, and family-guided

referrals for a unified birth-five system.

- Child Care Resource and Referral agencies (CCR&Rs) will support publicly funded early learning programs in implementing digitized developmental screening systems (i.e., ASQ-3 Online), expanding access to screenings, strengthening referral pathways, and engaging families as partners in monitoring children's development. Programs will receive support to implement consistent developmental screening and referral practices including:
  - Use of Ages & Stages Questionnaires-Third Edition (ASQ-3) screening tools in a digitized format
  - Training and coaching on developmental screening practices
  - Guidance on developmental milestones and individualized supports
  - Support for implementing evidence-based practices for young children with disabilities
  - Resources that help families understand developmental screening and next steps
  - Strengthened referral pathways connecting children to early intervention and special education services
- **Early Childhood Literacy:** Target evidence-based literacy instruction.
  - Child Care Resource and Referral agencies (CCR&Rs) and Community Network Lead Agencies (CNLAs) will support programs in strengthening early literacy instruction by:
    - Contracting with early childhood literacy experts to design and deliver professional learning aligned to early language development and the Science of Reading
    - Provide coaching and instructional support for teachers and site leaders focused on oral language, phonological awareness, and emergent literacy instruction
    - Supporting programs in implementing high-quality Tier 1 Literacy curriculum and related instructional materials
    - Purchasing curriculum support materials, including literacy kits, manipulatives, and digital licenses

For more information, please contact [earlychildhood@la.gov](mailto:earlychildhood@la.gov).

### **NEW: Child Care Assistance Program (CCAP) Summer Care Change Requests**

Summer is quickly approaching! If there are any part-time children at your site that will need full-time care during the summer, the **parent** must complete a [Report of Changes](#) form at this time. The Summer Care form and directions were e-mailed to providers April 23, with a due date of April 30. Any forms submitted now will be changed based on the date the form is received.

Include the following information for processing without delay:

- Head of Household name and Case ID number
- Child(ren)'s name(s) and birthdate(s)
- Begin and End dates for summer child care
- Days and hours of care needed for summer care
- Indicate whether child(ren) will be attending a different provider (shade in the circle **only** if this applies)

All 3 pages of the CCAP 10 Report of Changes form can be submitted via the [Café Customer Portal](#), e-mailed to [LDECCAP@la.gov](mailto:LDECCAP@la.gov), or faxed to 225-376-6060 for processing.

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

### **NEW: Child Care Assistance Program (CCAP) Provider Certification Changes**

When planning a change in daily operations, providers must notify CCAP Provider Certification. For example, in the case of a temporary or permanent closure, notifying Provider Certification prior to the change will allow timely closure of the center/home, prevent additional payments to the provider that have to be recouped, and allow families time to locate and continue child care services with a provider of their choice.

Per *Bulletin 139* §305.7, providers should provide written notice to Provider Certification and input updates in the designated LDOE portal (i.e., EdLink), of receipt or notice of, or upon becoming aware of, any of the following:

- a. change in contact information, within 10 calendar days
- b. temporary closure of more than five calendar days
- c. permanent closure of 30 or more calendar days of a site, within seven calendar days of the closure
- d. change of location, prior to the change and

- e. family child care providers and in-home providers shall provide updates on changes in residential household compositions, prior to the change.

Changes can be submitted to [ProviderCertification@la.gov](mailto:ProviderCertification@la.gov).

### **NEW: Child Care Assistance Program (CCAP) New Provider Agreement**

CCAP Provider Certification will soon release a New Provider Agreement for all certified providers to review and sign. Changes in the new agreement will ensure providers remain in compliance with CCAP requirements at the federal and state levels and with *Bulletin 139--Louisiana Child Care and Development Fund Programs*, that governs the Child Care Assistance Program (CCAP).

Providers will receive an e-mail from EdLink directing them to thoroughly read and sign the new agreement. Due to the updated information, the Provider Agreement will be a separate document to review apart from the annual certification renewal. Failure to review and sign the Provider Agreement timely may result in CCAP ineligibility as a certified provider.

For additional assistance, contact Provider Certification via email at [ProviderCertification@la.gov](mailto:ProviderCertification@la.gov).

### **REMINDER: Child Care Assistance Program (CCAP) Special Populations Application Processing**

CCAP provides child care services to Special Populations that are not subject to the Waitlist.

The CCAP Eligibility team processes these special population applications in the order in which they are received. Unfortunately, the LDOE is currently experiencing a large number of these applications. Due to this influx, processing times are currently delayed.

Note: Special population applications receive the same level of scrutiny as all CCAP applications and may be referred to the Early Childhood Program Integrity and Compliance team for any suspected fraud.

For additional assistance, contact [LDECCAP@la.gov](mailto:LDECCAP@la.gov).

### **REMINDER: Child Care Assistance Program (CCAP) Attendance Tracking - Provider Role**

Required attendance monitoring as a CCAP provider includes all of the following:

- Maintaining a secure, working internet connection so family attendance can be recorded and is visible in the attendance portal.
- Submitting KinderConnect attendance records weekly, for all CCAP-enrolled children (served in both voucher seats and B-3 Seats).
- If using an additional Child Care Management System (CCMS) for CCAP attendance tracking, that CCMS **must** be linked to KinderConnect for providers to submit weekly attendance.
  - KinderBridge API is the integration tool that joins a provider's CCMS to KinderConnect so that attendance can be submitted seamlessly. Visit [EdlinkInfo.com](http://EdlinkInfo.com) for [KinderBridge Providers](#) for instructions.
  - Providers may call 1-888-829-9258 or e-mail [supportLA@kindersystems.com](mailto:supportLA@kindersystems.com) to ensure their CCMS is linked properly to KinderConnect.
- Physically checking the attendance portal for successful check in/out of clients **each time** child care services are provided.
- **Immediately** notifying clients who are not checking in/out properly and providing guidance as needed.
- **Immediately** reporting, through the [CCAP Provider Help Desk Ticket System](#), children not visible in the attendance portal or children removed from care, transferred, or no longer attending.
  - Once the ticket system is accessed, providers will choose one of the following topics:
    - “No Longer Attending” to have children removed from their center capacity or
    - “KinderConnect” for children not visible in the attendance portal
- Comparing weekly CCAP voucher seat and B-3 Seats bank deposits with remittance advices to ensure accuracy.
- Reporting any kind of payment discrepancies, within no more than 30 days from the discrepancy, as noted in the annual Provider Agreement, through the [CCAP Provider Help Desk Ticket System](#).
- **Immediately** (within no more than 48 hours) contacting KinderSystems and the LDOE regarding any technical issues or problems experienced with the attendance tracking system, whether with KinderSign (tablet) or KinderSmart (phone).

Access the [Louisiana EdLink Child Care Assistance Program \(CCAP\) Infosite](#) for attendance resources, tools, and

trainings for families and providers.

For additional help, contact KinderSystems at 1-888-829-9258 or by e-mail at [supportLA@kindersystems.com](mailto:supportLA@kindersystems.com).

### **NEW: Child Care Assistance Program (CCAP) B-3 Seats Recertification Notifications to Providers**

The LDOE has concluded the process of sending out provider notifications for the CCAP B-3 Seats program children who have been re-certified or rejected. The e-mails were sent from the [NoReply@la.gov](mailto:NoReply@la.gov) e-mail address, so providers should check their e-mail inbox (including the Spam folder) for the CCAP B-3 Seats re-certification or rejection notices for their site.

For additional assistance or if providers have not received a notice regarding certification or rejection for any B-3 child that has been in a provider's care, contact the B-3 inbox at [LDOEB3@la.gov](mailto:LDOEB3@la.gov).

### **NEW: Child Care Assistance Program (CCAP) Case Redeterminations**

Clients and providers with a May 2026 redetermination should have received a redetermination notice in the mail in mid-April 2026 as a reminder.

These redeterminations include the families whose cases were extended from September and October 2025 to May 2026. It is important that all CCAP families have the most up-to-date contact information on file with the LDOE for all future notifications.

Due to recent citizenship changes, if the following documents were not received for initial application processing, clients will have to submit these items during the redetermination review for continued child care assistance:

- Current identification card for the head of household
- Copy of birth certificate for all children under the age of 18

If the family's prior redetermination month was extended from September and October 2025 and neither the provider nor the parent have received a redetermination notice for the month of May 2026, please contact the LDOE as soon as possible to avoid potential breaks in service. Families should e-mail [LDECCAP@la.gov](mailto:LDECCAP@la.gov), and providers should contact the CCAP Provider Help Desk at 225-250-7635 or 225-614-5917.

---

## **UPDATES FOR LICENSED CENTERS**

### **NEW: Motor Vehicle Checks**

As temperatures rise outside, it is imperative that vehicles are adequately inspected for children before staff exit the vehicle. A staff person must physically walk through the vehicle and inspect the following:

- all seat surfaces
- under all seats
- all enclosed spaces and recesses of the vehicle interior

For field trips, each vehicle must have a face-to-name count conducted in addition to the visual passenger check at the following times:

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

A staff member must record the time of the visual passenger check and sign the log indicating that no child was left in the vehicle.

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

### **NEW: Handwashing**

In an early learning setting, both staff and children play an important role in keeping the environment healthy. With so much shared space, play, and interaction, germs can spread quickly. Building consistent routines helps make handwashing second nature.

[Bulletin 137](#) §1911.K. requires that staff and children wash their hands using soap at least at the following times:

Upon arrival at the center	Before preparing or serving meal	Before giving medication	After toileting
Upon coming in from outdoors	After wiping noses or cleaning wounds	Before eating meals or snacks	After helping a child use a toilet or changing diapers
After playing in sandboxes	After playing in water used by more than one person	After handling pets and other animals	After cleaning or handling garbage and anytime hands become soiled with body fluids

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

### **New: Behavior Management**

Creating a safe environment is essential in early learning centers. Discipline is not about punishment, it is about teaching. Remember, children are still learning how to express feelings, follow directions, and interact with others. That is why it is important that all guidance methods are appropriate, supportive, and never harmful.

Inappropriate discipline practices are not effective in teaching positive behavior and may have long-term negative impacts on children. Some examples of appropriate Behavior Management include the following:

- Setting clear, simple expectations
- Using calm, respectful communication
- Offering choices to encourage independence

See [Bulletin 137 §1509.A.8](#) for the prohibited methods of behavior management.

Please note that an employee's CCCBC status may be changed from Eligible to Provisional if named in a deficiency for §1509.

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

### **Reminder: Tornado Drills**

[Bulletin 137](#) requires tornado drills be conducted at least once per month in the following months: March, April, May, and June. These drills must be conducted at various times of the day, include all children, and be documented.

A [sample form](#) to document tornado drills can be found on the [Child Care Facility Licensing](#) webpage under Licensed Center Forms.

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

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

### **NEW: Fingerprinting Site Closure**

Please note of the following fingerprinting site closures:

- Webster Parish Sheriff's Office: Permanently closed effective May 6, 2026.
- Baton Rouge-Siegen Lane: Permanently closed effective May 16, 2026.

A new partner is in the process of being onboarded to serve as a replacement.

To find another IDEMIA fingerprinting location nearby, visit the IdentoGO locations [webpage](#). Enter a zip code or city name into the search bar, and select the most convenient site from the list of available options.

Please contact [LDECCBCprocessing@la.gov](mailto:LDECCBCprocessing@la.gov) with questions.

### **NEW: Importance of Accurate E-mail Address on CCCBC Application**

An accurate e-mail address on the CCCBC application is vital for ensuring timely communication and efficient processing, as the LDOE utilizes this as the primary communication channel for applicants throughout the process.

Upon submission of the CCCBC application, the LDOE issues a confirmation to the provided e-mail address. Subsequently, the Department transmits step-by-step instructions for scheduling the fingerprint appointment via the same e-mail address. As the application progresses, the Department furnishes timely updates regarding its

status, including fingerprint results, notifications concerning rejections, or detailed instructions for resubmission if necessary. Should any information be incomplete or if supplementary details are required, the Department sends a formal request by e-mail to prevent delays in the application's processing.

Providers are advised to verify the accuracy of the e-mail address prior to submission. Maintaining precise contact information ensures that crucial updates are received, thereby facilitating a more efficient process from initiation to conclusion.

Please contact [LDECCBCprocessing@la.gov](mailto:LDECCBCprocessing@la.gov) with questions.

#### **NEW: No Charge Authorization Codes (NCAC) Renewal**

IDEMIA's NCACs expire a year after issuance. Providers may refer to the IDEMIA e-mail which included the previous NCACs for the exact expiration date of those NCACs.

Providers are required to complete a [NCAC Reorder Form](#) for additional codes. Additional codes can be requested from the fingerprint vendor, IDEMIA, at any time. Reorder processing can take up to 7 business days. NCAC Reorder Forms should be submitted via fax to 615-993-5983.

Contact IDEMIA Finance by phone at 877-512-6962 or e-mail at [LAUEPAccounts@US.IDEMIA.com](mailto:LAUEPAccounts@US.IDEMIA.com) with any questions.

#### **REMINDER: Child Neglect and Abuse Mandatory Reporter Training**

[Article 603.1](#) of Louisiana law requires early learning providers to complete the online Mandated Reporter Training course provided by the Department of Children and Family Services between June 1 and August 31 annually:

- This means that after initial completion of training at time of hire for any staff hired between September 1 and May 31 of each year, those staff members shall again complete the online child abuse and neglect Mandated Reporter Training provided by DCFS between June 1 and August 31 of the calendar year.

[Bulletin 137](#) §1727 notes that documentation of the completed Child Neglect and Abuse Mandatory Reporter training course must be submitted by providers, for all staff, in the LDOE electronic system, EdLink, no later than September 30 of each calendar year.

- Please note: Act 409 (2025) requires the LDOE to publish on its website the completion rates of all child care staff at each early learning site who have and have not complied with this training requirement within the specified timeframe.

Documentation of the completed training must also be available for on-site inspection by Licensing staff, whether as hard copies or electronic form.

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

#### **REMINDER: Summer Staffing Guidance for Hiring Student Workers**

As the summer months are approaching, many providers hire student workers (ages 16 and 17) to assist in child care centers.

[Consent and disclosure forms](#) are required for these staff members and must include a parent's signature. Government-issued identification is also required for application processing.

While completing applications, be sure the correct position (i.e., "staff") is selected to prevent delays in processing. All documents and information should be reviewed prior to completing the application. Any error or missing information will cause delays in processing.

Please contact [LDECCBCprocessing@la.gov](mailto:LDECCBCprocessing@la.gov) with questions.

#### **REMINDER: Preliminary Informational Metrics**

In preparation for Data Certification conducted by the Community Network Lead Agencies this summer, providers should complete the following by May 15:

- Review the data in the [Early Childhood CLASS® Portal](#) and
- Make any changes needed directly in the [Early Childhood CLASS® Portal](#)

All informational metrics should reflect what was true on October 1, 2025. **Only the data in the [Early Childhood](#)**

[CLASS® Portal](#) will be used to generate Informational Metrics for network and site Performance Profiles.

Please contact your [Community Network Lead Agency](#) with questions.

**REMINDER: 2026-2027 Type III and Family Child Care Program Partner Assurances for Academic Approval Renewal**

2025-2026 Academic Approval certificates will expire on June 30, 2026. To maintain Academic Approval status, Type III centers and Family Child Care sites must renew their Academic Approval by submitting the 2026-2027 Program Partner Assurances to the LDOE no later than May 31, 2026.

Signed Program Partner Assurances must be submitted using the 2026-2027 Program Partner Assurance online form, which was e-mailed to providers on April 6, 2026. Paper submissions will not be accepted.

The 2026-2027 Academic Approval certificates will be automatically generated upon successful submission of the Assurances and will be e-mailed to the address provided in the online form. Providers should retain a copy for their records and post their 2026-2027 Academic Approval certificate at their site beginning July 1, 2026.

Please contact [kishia.grayson@la.gov](mailto:kishia.grayson@la.gov) with questions regarding Academic Approval.

---

**CONTACT US**



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