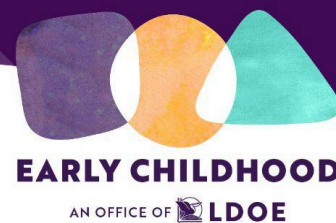




Early Childhood Newsletter



June 13, 2024

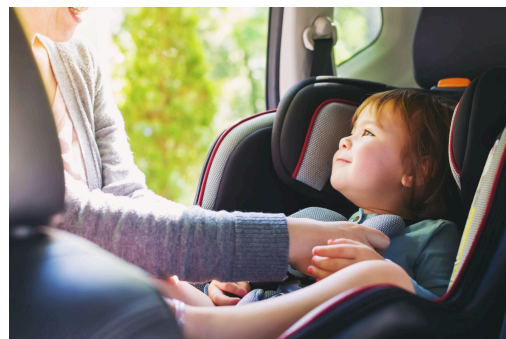
Motor Vehicle Checks

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 ldelicensing@la.gov with questions.

Upcoming Deadlines

- June 14: Submit Signed 2024-2025 Program Partner Assurances for Academic Approval Renewal
- June 21: [Early Childhood Conference Request for Proposals](#) Closes
- June 24: Louisiana Early Leaders Academy (LELA) Cohort 6 Application Closes

Upcoming Events

- June 7-30: Early Childhood Conference [Early Bird Registration - Shreveport](#)
- June 7-30: Early Childhood Conference [Early Bird Registration - Baton Rouge](#)
- June 10-July 26: [EdLink trainings](#) on Mondays and Fridays
- June 18: Early Childhood Community Network Lead Agency Office Hours Webinar
- June 28: [New Director Office Hours](#)
- June 20: [Getting to Know SmartTeach™ for Administrators](#) Webinar
- July 1-26: Early Childhood Conference [Regular Registration - Shreveport](#)
- July 1-26: Early Childhood Conference [Regular Registration - Baton Rouge](#)
- July 11: [Early Childhood Provider Update Webinar](#)
- July 17: [Early Childhood Care and Education Commission and Advisory Council Meetings](#)
- September 7: 2024 Early Childhood Conference (ECC) - Shreveport, Shreveport Convention Center
- October 5: 2024 Early Childhood Conference (ECC) - Baton Rouge, Crowne Plaza

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 Family Childcare and In-Home Providers](#)
- [Updates for Licensed Centers, Family Childcare, and In-Home Providers](#)
- [Early Childhood in the News](#)
- [Contact Us](#)

UPCOMING EVENTS

NEW: Louisiana Early Leaders Academy Cohort 6 Application Live!

The work of an early learning leader is complex, demanding, and critically important. Now more than ever, early learning leaders need new skills and thought partners to address challenges and maximize their positive impact on the lives of children and families. If you lead a Type III center and want to meet and learn alongside some of Louisiana's finest early leaders, the Louisiana Early Leaders Academy is for you!

The Louisiana Early Leaders Academy (LELA) is designed to enhance Directors' leadership and management skills, directly improving the quality of centers. The Academy offers a community of peer leaders and is focused on building instructional leadership to best support young learners to achieve their full potential in school and life. LELA achieves this through online and in-person learning sessions, 1:1 leadership coaching, and small group communities of practice, all tailored to address the specific needs of Type III centers. **For cohort 6, directors from all parishes can apply to participate in the Louisiana Early Leaders Academy:**

- [Louisiana Early Leaders Academy Application Guide](#) (contains important information about how to apply for this great opportunity)
- [Louisiana Early Leaders Academy Application Link](#)
- [Louisiana Early Leaders Academy Nomination Link](#)

Please contact shallan.jones@la.gov with any questions about the Louisiana Early Leaders Academy application process.

NEW: Office Hours for New Directors

The LDOE team holds webinars focusing on early childhood quality or operations while also helping expand Early Childhood directors' network of peers. Office hours are targeted towards new directors.

This month's topic is "TIKES Mental Health Consultation: The Basics and Beyond for the Early Childhood Provider." Participants will gain an understanding of the intervention that teams a mental health professional with an early childhood professional to improve the behavioral health of young children in early learning settings.

Webinar Date/Time:	June 28 at 12 p.m.
Webinar Link:	https://ldoe.zoom.us/j/92298578944
Webinar Phone Number:	1 346 248 7799
Meeting ID:	922 9857 8944

Please contact tella.henderson@la.gov with questions.

REMINDER: Early Childhood Provider Update Webinar

The LDOE hosts monthly webinars for early childhood providers. These webinars include important reminders and updates for all provider types. The next monthly Provider Update Webinar will be held on July 11, 2024.

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

Webinar Date/Time: July 11 at 1 p.m.
Webinar Link: <https://ldoe.zoom.us/j/93597745872>
Phone Number: 1 312 626 6799
Meeting ID: 935 9774 5872
Passcode: 641464

The May 2 webinar presentation slides are available in the [Quality Providers Library](#) on the [Louisiana Believes](#) website. Please note: There was no June webinar.

NEW: Early Childhood Conference (ECC) 2024 Registration and Request for Proposals

Early Bird Registration is now open for the 2024 [Early Childhood Conference](#). Tickets are available on a first-come, first-served basis and will close on July 17 or at sellout.

The 2024 Early Childhood Conference will take place at two locations and will be held on Saturday to make it easier for providers from across the state to be able to attend:

September 7	Shreveport Convention Center 400 Caddo Street Early Bird Registration
October 5	Baton Rouge Crowne Plaza 4728 Constitution Avenue Early Bird Registration

Those interested in leading a session at ECC 2024 should refer to the guidelines outlined in the [ECC 2024 Presenter Application](#) and apply no later than June 21. Applicants must submit a completed presentation with this application.

Please contact events@emergentmethod.com with questions.

NEW: Launching this Summer: Teaching Strategies GOLD® SmartTeach™

This summer, SmartTeach™ will be launched by MyTeachingStrategies® (MyTS®) in an attempt to improve user engagement and enjoyment. These new features will be distributed gradually through the platform. Users won't notice any changes to the *Teach* and *Access* landing pages as a result of this launch. Office hours, along with other resources, will be available through LDOE as changes occur. Additionally, Teaching Strategies® is offering a 30-minute webinar for early childhood administrators to learn more about how SmartTeach™ will deliver a fresh user experience.

Webinar registration information for *Getting to Know SmartTeach™ for Administrators* can be found below:

Webinar Date/Time: June 20 at 10 a.m.
Registration Link: [Getting to Know SmartTeach™ for Administrators](#)

Please contact ECAssessment@la.gov with questions.

UPDATES FOR FUNDING AND ENROLLMENT

NEW: Child Care Assistance Program (CCAP) Electronic Remittance Advice

In an effort to ensure that providers have timely access to information and can conduct timely reviews of CCAP payments, the LDOE is pleased to announce that providers now have access to the “Remittance” screen in KinderConnect. The remittance advice is proof of payment sent from the Louisiana Department of Education to child care providers and details all payments included in each deposit.

This Remittance screen in KinderConnect contains data regarding payments, payment corrections, refunds, and recoupments made for each provider. Payment data will be updated nightly, and providers can search for and display data based on a date range. As the LDOE transitions our payment systems, this screen will replace the paper remittance advice that providers are currently receiving via mail.

For more instructions on how to locate the Remittance screen and to see an example of the information shared on the Remittance screen, please see the [KinderConnect –Remittance Detail QRC](#).

For more information, contact the LDOE Provider Help Desk at 225-250-7635 or 225-614-5917 or email CCAPPHD@la.gov.

NEW: Child Care Assistance Program (CCAP) Families Experiencing Homelessness

To support all families in accessing high-quality child care, it is important for families experiencing homelessness or participating in a transitional living program to indicate that on their CCAP application. This indication will ensure the application is appropriately reviewed.

While services will begin upon receipt of the application, eligible parents or caregivers experiencing homelessness must submit all requested documentation within 90 days of the application date. The employment and training requirement may be waived for participants who demonstrate they are seeking employment by registering for a [HiRE account](#) through the Louisiana Workforce Commission or by participating in a transitional living program.

Once these families have applied for Child Care Assistance, a Local Education Agency (LEA) liaison will contact the family to review their housing status. The LEA is a separate program from CCAP and is federally-responsible for identifying and assessing the needs of homeless children in the state. It is important that families respond to and cooperate with the LEA so the LEA may timely finalize their review of the family's living situation and so that families experiencing homelessness do not experience any loss of services.

Please contact TLCCAP@la.gov with questions regarding families experiencing homelessness.

REMINDER: Child Care Assistance Program (CCAP) Summer Care

Summer is here! If there are any part-time children at your site that will need full-time care during the summer, please have their parent/guardian complete a [Report of Change Form](#) (CCAP-10), indicating the summer care timeframe on the form, and submit the form back to the Department as soon as possible for updating.

Change Reports can be completed through the Café Customer Portal, printed and submitted to LDECCAP@la.gov, or printed and faxed to 225-376-6060.

Children who are no longer enrolled or attending the site should be reported to the Provider Help Desk via the [Provider Ticket System](#). Please select “No Longer Attending” as the help topic.

Please contact the Provider Help Desk at 225-250-7635 or 225-614-5917 with questions.

REMINDER: Child Care Assistance Program (CCAP) Attendance Submission

As the LDOE begins transitioning to a new payment and processing system, the Department acknowledges that there have been some technical issues related to KinderConnect. KinderConnect has provided a fix to the overlapping problem when submitting attendance. Attendance should now be submitted each week for CCAP-enrolled children via the KinderConnect portal.

Instructions for Weekly Attendance Upload:

- The following instructions detail how a site is to upload attendance: [KinderConnect-Submit Attendance QRC](#)
- In addition to the written instructions, the Department has also provided a recorded video (less than 3 minutes) for review: [KinderConnect Attendance Video Instructions](#)

Tips for Submitting:

- Please note there are still instances in which incomplete attendance cannot be submitted. Clicking on the correct link will bring the provider to the attendance cell(s) with incomplete attendance. Providers will need to work with sponsors to correct attendance. Please know best practice is to regularly review attendance for corrections to be made (and that corrections must be done within 6 calendar days).
- For any specific issues with using the Kinder Connect software, contact the Kinder Systems Support Center, which is open from 7:00 a.m. to 9:00 p.m., Monday through Friday.
 - Phone: 888-829-9258
 - E-mail: SupportLA@kindersystems.com

Please contact the LDOE Provider Help Desk at 225-250-7635 or 225-614-5917 or email CCAPPHD@la.gov with any questions.

UPDATES FOR LICENSED CENTERS

NEW: Warming Devices

Warming devices such as microwave ovens, crock pots, or bottle warmers can inadvertently pose risks to children. Some common causes of warming device injuries are from children doing one of the following, resulting in burns from the hot water:

- pulling the cords of the warming devices, causing the devices to fall
- reaching for the warming devices, tipping the devices over
- touching the warming devices

To reduce the risk of harm to children, such devices are prohibited in areas accessible to children. As an additional reminder, children shall not be held by a staff member when the staff member is removing a bottle from a warming device.

Please contact your [licensing consultant](#) with questions.

NEW: Behavior Management

[Bulletin 137](#) defines behavior management as the ongoing positive process of helping children develop inner control.

This process allows children to manage their own behavior in an appropriate and acceptable manner by using corrective action to change the inappropriate behavior. To develop self-control, children should receive adult support that is individual to the child and adapts as the child develops internal controls. This process may include:

- Forming a positive relationship with the child
- Basing expectations on children’s developmental level
- Establishing simple rules children can understand
- Creating a predictable daily routine and schedule
- Using encouragement and descriptive praise
- Using clear, direct, and simple commands
- Showing children positive alternatives rather than just telling children “no”

When a behavior has been identified as dangerous and/or out of control, ensure the implementation of behavior support strategies include at a minimum:

- Engaging parents by written communication and/or parent conferences and
- Providing a referral to EarlySteps, Child Search, and/or a mental health consultant if appropriate.

Please contact your [licensing consultant](#) with questions.

REMINDER: Be Prepared: Know What To Do If a Hurricane or Other Disaster Occurs!

In the event of a potential disaster, take the following steps to prepare:

- Stay up-to-date with the status of any storm or other potential natural disaster and its impact on your area.
- Ensure that the LDOE has your current cell phone number and email address.
- Review and update evacuation and safety plans.
- Practice evacuation and reunification plans.
- Let families know how you will communicate if you are unable to reopen following a disaster.
- Review the Frequently Asked Questions below and be ready if a disaster declaration is made for your parish:
 - Child Care Assistance Program (CCAP) – Before, During, and After a Disaster
 - Reinstatement of a Child Care Center License Following a Disaster
- Pay close attention to the messages from your local officials.
- Obtain your parish’s Emergency Preparedness Contact phone number.
- Review the useful links below:
 - <http://www.getagameplan.org/>
 - <http://www.emergency.louisiana.gov/>
- Be Safe.

Please contact your [licensing consultant](#) with questions.

UPDATES FOR FAMILY CHILD CARE AND IN-HOME PROVIDERS

REMINDER: Inspections

Providers must be open and available at all times during the hours of operation submitted to the Department. Providers must allow inspection of the residence where care is being provided by Department staff, other authorized inspection personnel, and parents of children in care, during normal working hours or when children are in care.

Please contact providercertification@la.gov with questions.

REMINDER: Children's Daily Attendance

Providers must ensure a daily attendance record for children is maintained that includes the following:

- the child's first and last name and arrival and departure times
- first and last name of the person or entity to whom the child is released
- accurate reflection of children in care at any given time

The daily attendance record must also be used to sign in and out if a child leaves and returns to the home during the day.

Please contact providercertification@la.gov with questions.

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

REMINDER: Child Care Criminal Background Check (CCCBC)

As a reminder, child care providers should notify CCCBC of any change to an applicant's address as stated in the Initial Consent and Disclosure form within 14 days of the change. Please notify the CCCBC team via email at LDECCBCprocessing@la.gov.

REMINDER: Expiration of No Charge Authorization Codes

No Charge Authorization Codes (NCACs) are beginning to expire. Providers are required to complete an [NCAC Reorder Form](#) for additional codes. Providers may begin requesting additional codes from fingerprint vendor, IDEMIA. Be mindful, reorder processing time may take up to seven business days. NCAC Reorder Forms should be emailed to LAUEPAccounts@US.IDEMIA.com. For IDEMIA finance and NCAC questions: contact 877-512-6962 and for UEID and scheduling assistance contact 844-539-5543.

Only electronic digital fingerprinting submissions are accepted unless otherwise stated by the LDOE. If an applicant has a condition that may cause fingerprinting issues, please inform the CCCBC Section prior to the appointment by emailing LDECCBCprocessing@la.gov.

Please contact LDECCBCprocessing@la.gov with questions.

EARLY CHILDHOOD IN THE NEWS

[Largest Teacher Leader Summit Ever Opens With Live Announcement Of Teacher & Principal Of The Year Finalists](#) (louisianabelieves.com)

[Louisiana Pre-K-12 Education Improves In National Rankings](#) (louisianabelieves.com)

CONTACT US



- For questions regarding licensing or child health and safety, please contact LDElicensing@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 this [form](#).