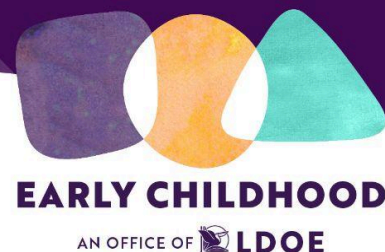




# Early Childhood Newsletter



July 10, 2025

## Emergency Preparedness Reminder

In a world where unexpected events can occur at any time, ensuring that children are safe and staff are knowledgeable about emergency preparedness and response is a top priority. Whether it is a natural disaster or an unforeseen lockdown situation, early learning sites must be prepared to respond.

[Bulletin 137](#) requires directors to consult with the appropriate state and local authorities and then establish a written multi-hazard emergency and evacuation plan to protect children in the event of emergencies. The emergency and evacuation plan must be reviewed annually for accuracy and updated as changes occur. The plan must also be reviewed with all staff at least once per year.



The requirements for the emergency and evacuation plan, individual emergency plan(s) if there are children with special needs, evacuation pack contents, and maintaining copies of records can be found in [Section 1921 of Bulletin 137](#). More information, such as the [Early Learning Center Emergency Checklists](#), can be found on the website under [Early Childhood Emergency Preparedness Resources](#).

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

## Upcoming Deadlines

- August 6: [Early Childhood Conference Registration - Baton Rouge](#)
- September 17: [Early Childhood Conference Registration - Shreveport](#)

## Upcoming Events

- July 17: [CCAP Monthly Call for Providers](#)
- July 23: [KinderSystem CenterTrack Webinar](#)
- July 24: [CCAP New Provider Training](#)
- July 25: [New Director Office Hours](#)
- July 29: [Young Children with Disabilities Community of Practice](#)
- August 7: [Monthly Provider Webinar](#)
- September 13: Early Childhood Conference 2025 - Baton Rouge
- October 11: Early Childhood Conference 2025 - Shreveport

## 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](#)

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## UPCOMING EVENTS

### REMINDER: 2025 Early Childhood Conference Registration is Open

Registration is open for the 2025 Early Childhood Conferences. Tickets are available on a first-come, first-served basis and will close on the respective dates listed below or at sellout.

The 2025 Early Childhood Conferences will be held on Saturdays in two locations. This year's theme is "Early Foundations, Endless Possibilities."

Date and Location	Registration Link	Regular Registration Deadline
<b>Baton Rouge</b> September 13 Raising Cane's River Center 275 S. River Road	Baton Rouge Early Childhood Conference <a href="#">Registration Link</a>	August 6
<b>Shreveport</b> October 11 Shreveport Convention Center 400 Caddo Street	Shreveport Early Childhood Conference <a href="#">Registration Link</a>	September 17

There will be no onsite registration. All registrations must be completed by the deadlines above.

Please contact [events@emergentmethod.com](mailto:events@emergentmethod.com) with questions.

### 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 August Provider Update Webinar using the information below:

- **Webinar Date/Time:** August 7 at 1 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/93597745872>
- **Meeting ID:** 935 9774 5872
- **Passcode:** 641464

Please note that an Early Childhood Provider Update Webinar was not held in July. The June 5 webinar presentation slides are available in the [Quality Providers Library](#) on the LDOE website.

For more information, please contact [earlychildhood@la.gov](mailto: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 July Monthly Call via the information below:

- **Webinar Date/Time:** July 17, at 1 p.m.
- **Webinar Link:** [CCAP Monthly Call for Providers](#)

- **Phone Number:** 1 470 381 2552
- **Meeting ID:** 93973785023
- **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 will begin hosting a monthly training for all newly-certified providers. The New Provider training will give providers all the tools and resources that support quality child care services.

The first training can be accessed as follows:

- **Webinar Date/Time:** July 24 at 1 p.m.
- **Webinar Link:** [CCAP New Provider Training](#)
- **Phone Number:** 1 470 381 2552
- **Meeting ID:** 961 4995 1393

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

#### **NEW: KinderSystem July 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:** July 23 at 12:00 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: 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 "An Overview of Louisiana Pathways." Participants will have a better understanding of how Louisiana Pathways provides support to early childhood educators by providing scholarships for training and education, tracking training received by the child care professionals, and recognizing educators' achievements.

Interested participants can access the webinar using the information below:

- **Webinar Date/Time:** July 25 at 12 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/93015014527>
- **Webinar Phone Number:** 1 346 248 7799
- **Meeting ID:** 930 1501 4527
- **Passcode:** 012444

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

#### **NEW: Young Children with Disabilities 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 July YCWD Community of Practice Webinar using the information below:

- **Webinar Date/Time:** July 29, 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](mailto:Caitlyn.Robinson@la.gov).

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## UPDATES FOR FUNDING AND ENROLLMENT

### NEW: Documentation

The LDOE is responsible for thoroughly reviewing applications for licensure and supporting documentation. In some cases, the LDOE will contact the agency that issued the documentation to verify the documentation submitted.

Please note that according to [Bulletin 137 §1301.A. 15](#), an application for licensure may be denied, a license may be revoked, or license renewal may be refused for any act of fraud, such as the submission of false or altered documents or information.

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

### NEW: CCAP B-3 Updates for 2025-2026

For 2025-2026 and forward, eligibility determinations/redeterminations for the CCAP B-3 Seats program will be conducted by LDOE staff. All currently-enrolled CCAP B-3 families have presumptive eligibility until their new applications have been reviewed by the LDOE and their eligibility determined and should not be dropped from the program's services until providers are notified by the Department.

In the coming months, CCAP B-3 Seats children will be added to site KinderConnect rosters, and families of CCAP B-3 Seats children will need to sign-in and out of KinderConnect daily (as CCAP voucher seat recipients do), to ensure that seats are utilized. Until then, please capture daily attendance on a [Daily Attendance Log for Children](#) and keep those logs on file, until the LDOE provides submission instructions.

For services beginning July 1, , the LDOE will pay providers via the same banking accounts on file for CCAP voucher seats. Just like CCAP voucher payments, CCAP B-3 Seats providers will be paid in advance for services.

As previously noted, there was a pause in payments the week of July 1. Payments have resumed as of July 8, and B-3 Seats payments for July services will be distributed as shown in the payment schedule below. Once the following schedule is completed, advance payments will continue weekly for child care services.

Payment Date	Service Weeks
July 10, 2025	July 1-4, 2025 July 7-11, 2025
July 17, 2025	July 14-18, 2025 July 21-25, 2025

Please contact [LDOEB3@la.gov](mailto:LDOEB3@la.gov) with questions.

### REMINDER: CCAP Payments at Fiscal Year Closeout

The last payment for the state's fiscal year was issued on June 24 for the service week of June 30-July 4, 2025. Payments resumed on July 8, covering the service weeks of July 7-11, 2025, and July 14-18, 2025.

If you have any questions, please 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 shall be submitted using the Department's online electronic system, and each center is solely responsible for completing the online license renewal application timely:

- "Timely" means that a license 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 July 31, you must submit your license renewal by no later than June 30.
  - 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 15<sup>th</sup> 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, please contact the CCAP Provider Help Desk at 225-250-7635 or 225-614-5917.

#### **REMINDER: Child Care Assistance Program (CCAP) Prospective Payments and Change Requests**

Because payments are now paid prospectively (i.e., in advance of services), to reduce the number of recoupments from providers, changes submitted via the Report of Changes (CCAP 10) Form or the Provider Mass Change (CCAP 10P) Form will not take effect until the next payment disbursement following Department receipt of the form.

Parents and providers should submit change requests at least two weeks in advance of the change needed.

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

#### **REMINDER: Child Care Assistance Program (CCAP) Prospective Payments**

Paying prospectively may increase recoupment of CCAP subsidies from providers, such as when families submit a change in provider.

Providers can help minimize recoupments by notifying the LDOE immediately of children no longer attending the center or family home for child care services via the [Provider Ticket System](#). This includes children who never enrolled or attended the center or family home for care.

If the LDOE is not notified immediately, the new provider cannot be paid timely for care given to the family, because the current provider will have to wait until the funds are recouped from the previous provider to receive payment for the specified service dates. CCAP funds paid to providers for child care services not rendered is considered an improper payment and must be recovered by the Department.

For assistance, please 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 will be extended for all CCAP participants starting with the month of June 2025.

The new schedule for each month's extensions will be shared by the Department as early as August 2025.

Families and providers will not receive a Notice of Redetermination (11RC/11RCP) at this time, due to the extension of the redeterminations. Please note that it is critical throughout this transition that families continue to keep their family case information updated by submitting changes via Change Reports.

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

#### **REMINDER: Underutilization Notices**

The LDOE recently sent 30-day notices to families identified for underutilization in June 2025, due to not scanning into their early learning site with KinderConnect. In July, 60-day notices will be sent to families identified as underutilizing services.

If a family receives a letter from the LDOE that indicates they are on the LDOE CCAP Underutilization Report and if child care services are still needed, the family should immediately begin scanning in and out at the early learning site (and, if the child has been underutilizing care, return the child to care). If the case is closed due to the family appearing on the LDOE CCAP Underutilization Report for more than two months, the parent will have to reapply and, if still deemed eligible, will be placed on the CCAP Wait List until additional funds are available for Child Care Assistance.

For questions, please contact the LDOE Call Center at 1-877-453-2721.

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## **UPDATES FOR LICENSED CENTERS**

### **NEW: Knowing Who Enters Your Early Learning Center**

Safety and security are top priorities in early learning centers. One of the most effective ways to maintain a secure environment is to remain aware of who is coming in and out of the center at all times. While the majority of visitors to centers are parents, caregivers, or authorized personnel, it is essential that all staff members treat access control as a non-negotiable part of daily operations. A single lapse can lead to confusion, safety risks, or even a crisis. Some key safety practices may include using access systems to control who comes in and/or ensuring the entrance is visible from the front desk or surveillance system.

For questions, licensed centers should contact a [licensing consultant](#), and family child care and in-home providers should contact [providercertification@la.gov](mailto:providercertification@la.gov).

### **NEW: Field Trip Requirements**

Field trips are more than just a break from the classroom, they serve as valuable opportunities for young children to connect what they learn in the classroom with the world around them. Bulletin 137 requires the following for field trips:

- A signed parental authorization for each field trip
- At least two staff, one of whom may be the driver, must be in each vehicle, unless the vehicle has a communication device, and the child to staff minimum ratio must be met in the vehicle
- If transportation is provided by parents, a planned route shall be provided to each driver and a copy maintained in the center if any parent is transporting a child in addition to their own child
- Children shall be supervised during the boarding and exiting of vehicles by an adult who remains outside of the vehicle



There must be a written or electronic record for each field trip maintained that includes the following:

- Date, destination(s), and method of transportation
- Names and age range of all the children being transported in each vehicle
- Names of the driver, staff members, and other adults being transported in each vehicle
- Names of other adults who joined the field trip at the destination(s) to assist with supervision of children and
- Documentation of the presence of each child each time the children enter or exit the vehicle

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

### **NEW: Water Activities**

Water activities can help children grow in many ways - physically, interpersonally, and cognitively. It is one of the most exciting ways for young children to explore, learn, and have fun. Early learning centers that use water activities must follow Bulletin 137 requirements that include the following:

- Obtaining written parental authorization for a child to participate in any water activities or water play activities, as those activities are defined in §103
- Ensuring a minimum of two staff be present when children are engaging in water activities
- Active supervision by staff of children engaging in water activities
- Ability to see all parts of a swimming pool, including the bottom
- Prohibiting children under age three from engaging in water activities
- Having written procedures describing the method staff shall use to account for children and ensure their safety while engaged in water activities
- Having a certified lifeguard present when children use a pool or other body of water with a depth of more than 2 feet

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

### **REMINDER: 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.

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

### **NEW: EC Learn Portal Adds a New Professional Development Suite**

*EC Learn* is the LDOE's free, online training and learning resource where early childhood educators can enroll in and access continuing education courses. In May, the LDOE launched a new Early Childhood Professional Development Training Suite in *EC Learn*.

Current listings for the new suite include the following:

- The Importance of Developmental Screening in Early Childhood - 1 credit hour
- Supporting Children through the Developmental Screening and Referral Process - 1 credit hour
- Building Positive Relationships and Collaborative Partnerships with Families in Early Childhood - 1 credit hour
- Supporting Children through the Developmental Screening and Referral Process - 1 credit hour
- The Importance of Developmental Screening in Early Childhood - 1 credit hour

The LDOE is in the process of developing an additional training course to be added to this suite, titled “The New Early Learning and Development Standards.” This training is anticipated to be accessible in EC Learn by mid-July 2025.

Educators can access and enroll in courses at <https://eclearn.doe.louisiana.gov/>. Within each individual’s *EC Learn* account, educators can check progress on enrolled courses and access training transcripts or certificates on “My Dashboard.” In addition, *EC Learn* participants will be e-mailed a copy of the training certificate within 24 hours of successfully completing the final course exam. Participants can also view and download training certificates or transcripts by clicking on their Student Dashboard’s “Completed” tab.

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

#### **NEW: No Charge Authorization Codes (NCACs) for Fingerprinting**

IDEMIA’s No Charge Authorization Codes (NCACs) are valid for one year from the date they are issued. Providers may refer to the IDEMIA e-mail which included the previous NCACs, to find 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 questions. Please contact [LDECCBCprocessing@la.gov](mailto:LDECCBCprocessing@la.gov) for CCCBC-related questions.

#### **REMINDER: Upcoming Early Childhood Curriculum 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 also released the “2025-2026 Instructional Materials Review (IMR) Rubric for Early Childhood Education (ECE), Ages Birth to Five.”

To ensure a smooth and effective transition for early childhood providers and school systems across Louisiana, the LDOE will begin a new round of curriculum reviews in October 2025. These reviews are designed to evaluate the alignment of instructional materials with the revised ELDS and ensure that the materials used in classrooms support high-quality teaching and learning:

- A new Tier I Curriculum List for ECE will be published as reviews are completed. This updated list will only include instructional materials that are aligned with the 2025 ELDS and meet the criteria of the 2025-2026 IMR rubric.
- Currently-posted Tier I materials were reviewed using previous standards and do not fully align with the newly-updated ELDS. As a result, these materials will be archived and will no longer appear on the active Tier I list. (Note: The archived materials list will not count against site Performance Profiles.)
- Providers and school systems should anticipate updated guidance and recommendations based on the newly-reviewed and approved Tier I curricula starting in late 2025.



The LDOE is committed to supporting providers and school systems through this transition. As new Tier I curricula are rated and approved, that information will be made available via this newsletter 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.

We encourage providers and district leaders to begin planning for the upcoming changes and to stay informed through regular updates from the Department. More detailed guidance will be shared in the coming months to assist with curriculum planning and adoption for the 2026-2027 academic year.

Please reach out to [LouisianaCurriculumReview@la.gov](mailto:LouisianaCurriculumReview@la.gov) with questions.

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## 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 [Provider Ticket System](#).
- 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.