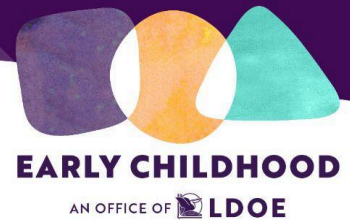




# Early Childhood Newsletter



August 15, 2024

## Active Supervision Best Practices

Active supervision is critical in fostering safety and preventing harm to children. A site can ensure effective supervision by being aware of the physical environment and responsive to each child's unique needs.

Most injuries to children are predictable and can be avoided by implementing strategies and procedures to ensure staff actively supervise children at all times, including during transitions. In addition, training staff in active supervision techniques and continuous staff support ensures that employees implement active supervision best practices and promote safety for young children.



Strategies to keep children safe include the following:

- Setting up a safe environment free of hazards and designed where staff can observe children at all times, including sleeping and eating areas
- Positioning staff where children can be observed during all activities and can quickly reach children who need support
- Scanning and counting periodically and at specific transition times is a best practice to ensure that, even if a child moves to another area, staff will be positioned to provide active supervision
- Anticipating children's behavior and potential mood swings can help the teacher support and redirect the child and reduce challenging behaviors or actions
- Listening at all times for any sounds of potential danger signs, including the presence or absence of specific sounds, and listening for signs of distress or out-of-the ordinary sounds
- Engaging or redirecting by utilizing knowledge of each child's unique needs and development to provide tailored support, encouragement, and varying levels of assistance or redirection as needed

[Bulletin 137](#) §1713 outlines guidance on supervision practices for all providers. Providers must ensure the following active supervision best practices are being followed at all times:

- Children shall be supervised at all times. Child environments should be organized so that every child can be seen and identified at all times.
- Children shall not be left alone in any room (with the exception of the restroom, as indicated in §1713.G, or for therapeutic services), outdoors, or vehicles without staff supervision.
- Staff should always position themselves to see and hear all children in their care and should know how many children are in their care at all times.
- Staff should devote their time to meeting the needs of all children and participating in activities with children in their care.
- Staff should regularly scan and count the children in their care, particularly before and after location changes or transitions.
- Staff duties that include cooking, housekeeping, or administrative functions should not interfere with the

supervision of children.

- Taking part in planned activities, such as a planned outdoor play activity or a planned language activity, minimizes risk.

Licensed centers, please contact your [licensing consultant](#) with questions. Home-based providers, please contact [providercertification@la.gov](mailto:providercertification@la.gov) with questions.

### Upcoming Events

- August 28: [Early Childhood Care and Education Commission meeting](#)
- August 30: [Monthly Office Hours for New Directors](#)
- September 1: Complete the [Early Childhood Newsletter Survey](#)
- September 5: [Early Childhood Provider Update Webinar](#)
- September 6: CCAP Parent Session - Shreveport, NSU Child & Family Network
- September 7: 2024 Early Childhood Conference (ECC) - Shreveport Convention Center
- September 10: [CNLA Office Hours](#)
- October 4: CCAP Parent Session - Baton Rouge, Volunteers of America
- 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

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## UPCOMING EVENTS

### 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 "Understanding the Child Care Criminal Background Check System." Participants will gain an understanding of the Child Care Criminal Background Check System and how to create a system user account; how to complete the CCCBC application; how to schedule fingerprinting appointments; how to make corrections to applications; how to complete the five-year renewal process; and what the LDOE considers Provisionally-Employable staff members.

**Webinar Date/Time:** August 30 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](mailto:tella.henderson@la.gov) 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 September Provider Update Webinar using the information below:

**Webinar Date/Time:** September 5 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 August 15 webinar presentation slides will be available in the [Quality Providers Library](#) on the [Louisiana Believes](#) website.

**NEW: Early Childhood Conference (ECC) 2024**

The 2024 Early Childhood Conference registration has closed. The following information is for individuals attending the conference and requiring lodging:

Early Childhood Conference September 7, 2024  
Shreveport Convention Center, Shreveport, LA

Hotel & Booking Link	Location
<a href="#">Holiday Inn Express &amp; Suites Shreveport</a>	201 Lake St. Shreveport, LA 71101 Phone: (318) 585-1000
<a href="#">Hilton Shreveport</a> (Saturday only)	104 Market St. Shreveport, LA 71101 Phone: (318) 698-0900

Early Childhood Conference October 5, 2024  
Crowne Plaza, Baton Rouge, LA

Hotel & Booking Link	Location
<a href="#">Crowne Plaza Baton Rouge</a>	4728 Constitution Ave Baton Rouge, LA 70808 Phone: (225) 925-2244

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

**NEW: Upcoming Early Childhood Care and Education Commission Meeting**

An Early Childhood Care and Education Commission meeting will take place on August 28, 2024, at 1 p.m. The meeting will be held in the Thomas Jefferson Room ([livestream](#)) in the Claiborne Building, located at 1201 N. Third Street in Baton Rouge.

In accordance with the Americans with Disabilities Act, for special assistance at this meeting please contact [caitlyn.robinson@la.gov](mailto:caitlyn.robinson@la.gov) at least three business days in advance of the meeting describing the assistance that is needed.

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## UPDATES FOR FUNDING AND ENROLLMENT

### **NEW: Child Care Assistance Program (CCAP) Parent Sessions**

The LDOE will host two Parent Sessions, the first in the Shreveport area and the second in the Baton Rouge area, to offer assistance to families with completing CCAP applications and understanding parent responsibilities as well as address questions relative to the program. The Parent Sessions will occur as scheduled below:

<b>Friday, September 6, 2024</b>	<b>Friday, October 4, 2024</b>
NSU Child & Family Network 1800 Warrington Ave. Shreveport, La. 71101	Volunteers of America 7389 Florida Blvd. Baton Rouge, La. 70806
1-5 p.m.	1-5 p.m.

For more details, contact the CCAP Provider Help Desk at 225.250.7635 or 225.614.5917.

### **NEW: Child Care Assistance Program (CCAP) Application Assistance for Clients**

As providers assist parents in completing the CCAP application, particular attention should be given to answering the asset question properly. Parents may access the [Family Assets](#) video and the [Remember Guide](#) on the Department's website to aid in responding correctly, so delays with application processing will not occur.

### **REMINDER: Child Care Assistance Program (CCAP) Helpful Resources**

In an effort to assist families and providers with the application process, the Department has added some helpful resources and instructional videos to the [website](#). These resources were developed to address common application errors and to assist families with completing the application more effectively.

On the CCAP [web page](#), under the "Hot Topics" section, you can view the [Case May Not Be Certified](#) guide and [instructional videos](#), as well as the ["Things to Remember Guide"](#) and [instructional videos](#). Additional resources include the [Application How-to Guide](#) and [Income Guidebook](#), which can be located on the CCAP [web page](#) under the "For Your Information" section.

For more information, contact the LDOE Provider Help Desk at 225-250-7635 or 225-614-5917 or e-mail [CCAPPHD@la.gov](mailto:CCAPPHD@la.gov).

### **REMINDER: 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 the CCAP 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 e-mail [CCAPPHD@la.gov](mailto:CCAPPHD@la.gov).

**REMINDER: 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 the day of receiving 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 children experiencing homelessness 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](mailto:TLCCAP@la.gov) with questions regarding families experiencing homelessness.

**UPDATES FOR LICENSED CENTERS**

**NEW: July 2024 Version of Bulletin 137**

In March 2024, the Board of Elementary and Secondary Education approved revisions to Bulletin 137. The revisions to [Bulletin 137](#) are now available online. The revisions to this bulletin are designed to protect children and provide additional clarity to early learning providers. A revised copy with the highlighted changes was emailed on August 8, 2024.

The following sections of the Bulletin were revised:

Chapter	Brief Description of Revision	Page(s) in Bulletin 137
Chapter 1	Clarifies Provisionally-Employed Staff and adds a definition for a Supplement	Pages 3-4
Chapter 7	Clarifies requirements for validity of licenses	Page 9
Chapter 9	Requires verification of compliance with licensing regulations before a change in location or change of ownership could take place	Pages 10-11
Chapter 11	Requires forms being submitted to be located indicated on Critical Incident Form	Page 12
Chapter 15	Update attendance records to require that date is captured and update to the monitoring policy for Provisionally-Employed staff	Pages 16 and 18

Chapter 17	Update child-to-staff ratio requirements for children age 2 years old to 10:1  Update to Health and Safety training requirements: Additional information to be provided in October 2024.	Pages 20-21 and 24
Chapter 18	Clarifies requirements for monitoring of Provisionally-Employed staff	Pages 25-26
Chapter 19	Updates safety requirements regarding prohibited items and adds requirements for supplements	Pages 32 and 36

**NEW: Fall 2024 CLASS® Observation Period**

[Community Network Lead Agencies](#) will begin working with sites to schedule local Fall 2024 CLASS® observations for the 2024-2025 academic year. Third-party observations, beginning in September, will be scheduled and conducted by the Picard Center. Third-party observations are designed to provide an additional level of review to ensure reliability. At least two weeks before the scheduled observations, the Picard Center will send an e-mail providing the site with a two-week timeframe in which the observations will occur.

Please contact your [Community Network Lead Agency](#) for support.

**REMINDER: Water Play and Water Activities**

With the heat of August upon us, your site may be frequently engaging in fun water play and water activities. Last month the newsletter explained safe water play and water activity guidelines. This month’s issue explains the difference between water play and water activities.



In Bulletin 137 a “Water Activity” is defined as a water-related activity in which children are in, on, near and accessible to, or immersed in a body of water, including but not limited to a swimming pool, wading pool, water park, river, lake, or beach. An example of a water activity would be two teachers supervising a group of 3- to 4-year-olds sitting in a wading pool with approximately 1.5 feet of water.

In Bulletin 137 “Water Play” is defined as a water-related activity in which there is no standing water, including but not limited to fountains, sprinklers, water slip-and-slides and water tables. The image shared here depicts water play, as the children are supervised as they engage in water play at a water table.

[See Bulletin 137](#) §1913 for more instructions on how providers can plan water activities while keeping everyone's safety in mind.

Licensed centers, 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.

## UPDATES FOR FAMILY CHILD CARE AND IN-HOME PROVIDERS

### NEW: Bulletin 139 Revisions - Effective July 2024

In March 2024 the Board of Elementary and Secondary Education (BESE) approved revisions to Bulletin 139. The revised [Bulletin 139](#) is available on Louisiana Believes. Revisions include specific certification requirements for Family Child Care and In-Home Providers for Medication Administration Training.

The revisions for home-based providers are as follows:

Chapter 3	Revision
309.A.10 and 311.A.9	Update to Medication Administration training requirements: Additional information to be provided in October 2024.
309.A.15.c and 311.A.14.c	Children shall not be administered any form of supplements without prior written parental authorization.

### REMINDER: Cumulative File

There must be a cumulative file maintained for each child. The file must include the following:

- an information form
- written authorization for emergency medical treatment
- individuals to whom the child may be released
- special dietary requirements

The information form must be signed and dated by the parent as changes occur and contain the following:

- the name of the child
- date of birth
- sex
- date of admission
- the name of parents
- the home address of both child and parents
- the phone numbers where parents may be reached while the child is in care
- the name and phone number of the person to contact in an emergency if parents cannot be located promptly
- any special concerns including but not limited to allergies, chronic illnesses

- any special needs of the child, if applicable
- any special dietary needs, restrictions, food allergies, or intolerances, if applicable.

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

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

### NEW: 2025 Early Childhood Teacher and Leader of the Year Honorees Announced!

Last week, the LDOE — in partnership with [Dream Teachers](#) — celebrated excellence in education at the *18th Annual Cecil J. Picard Educator Awards Gala*, which was held at the World War II Museum in New Orleans. During the event, the LDOE announced the [2025 Early Childhood Teacher of the Year and the 2025 Early Childhood Leader of the Year](#).



**Nicole Williams** has more than 10 years of experience as an educator. Nicole believes that “as an educator, it is my mission to ensure each student entering my classroom is provided with high-quality learning experiences by giving them what they need when and where they need it.”



**Rockeisha Walker** has more than 10 years of experience leading early learning centers. Rockeisha believes that “excellence as an early childhood leader is enhanced by qualities like patience, adaptability, and a genuine passion for fostering children’s learning and development. Including creativity is vital, recognizing that each child is unique, and varied learning styles require innovative approaches to ensure effective education.”

Information about the 2025-2026 Early Childhood Teacher and Leader of the Year application process will be available in September. Eligible candidates are teachers or directors (leaders) in Type III centers, CCAP-certified Family Child Care sites, Head Start centers, or Early Head Start centers. Nominations for the 2026 award program year will open September 2024.

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

### NEW: Child Care Criminal Background Check (CCCBC) No Match Error in EdLink

It is important to ensure that all information, especially sensitive details like social security numbers, are entered correctly on CCCBC applications to prevent errors. Discrepancies in information can lead to issues with data accuracy and verification. The “no match” error message in EdLink’s CCCBC section may occur when an applicant’s social security number does not match in both EdLink and CCCBC systems. If a “no match” error message appears when connecting an applicant’s CCCBC application in EdLink, please inform the CCCBC Section



by [email](#). A CCCBC team member will follow up with a phone call to retrieve the correct information. Please refrain from emailing sensitive data such as an applicant's social security number.

### **NEW: Fingerprint Location Closure**

The fingerprinting services at the Florida Street location in Mandeville has been permanently discontinued; the last day of operation was August 7, 2024. The St. Tammany Sheriff's Office will become the new fingerprinting location in the area for early learning sites' employees. The St. Tammany Sheriff's Office will have appointments available by the second week of October.

The LDOE will continue working with our partners, the Louisiana State Police and IDEMIA, to increase appointment availability at nearby fingerprinting locations.

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

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### **WE WANT TO HEAR FROM YOU!**

In an effort to ensure that the Department is providing you with the best and most useful information in our newsletter, we are conducting a brief survey to learn more about how you read and use the Early Childhood Newsletter. Please take a moment to complete the Early Childhood Newsletter [survey](#) by September 1. Thank you for your time!

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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 all questions regarding Child Care Criminal Background Check processing, please contact [LDEccbcprocessing@la.gov](mailto:LDEccbcprocessing@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 this [form](#).