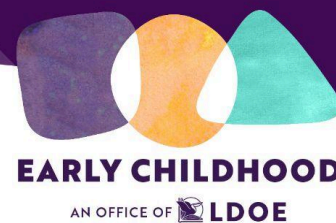




Early Childhood Newsletter



September 19, 2024

Attendance Awareness Month

September is Attendance Awareness Month. Academic success starts with consistent attendance. Consistent attendance enhances children's cognitive development, interpersonal skills, and success in education. Attendance in the early years is critical, especially since research indicates that attendance in preschool is commonly linked to attendance into the elementary grades.

The LDOE encourages programs to monitor attendance regularly and analyze child attendance data to identify trends to be able to support families with attendance. Consider the attendance percentage rate of your Early Childhood program and what barriers families have. Collaboration is key, and community partners are often a helpful resource to both early learning sites and families. These include transportation resources, health services, and support for individuals experiencing homelessness.



Every day that a child is in a high-quality learning environment is an opportunity for that child to learn and excel. Collaborating and building strong relationships with families sets the foundation for success and helps build good attendance habits early. This creates a solid foundation for successful learning later in life.

Newsletter Feedback Survey

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 October 1. Thank you for your engagement!

Upcoming Events

- September 18: Early Childhood Care and Education Advisory Council Meeting ([livestream](#))
- September 23: [Green Ribbon Schools Application Support Webinar](#)
- September 27: [New Director Office Hours](#)
- October 3: [Monthly Provider Webinar](#)
- October 4: CCAP Parent Session - Baton Rouge, Volunteers of America
- October 5: 2024 Early Childhood Conference (ECC) - Baton Rouge, Crowne Plaza
- October 10: [Early Childhood Teacher and Leader of the Year Award Nominations](#) close

More Important Dates

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

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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 "Learn the Signs, Act Early: Monitoring Child Development in Early Childhood." Participants will learn about developmental screening and the benefits of identifying young children with disabilities early and accurately. Participants will be provided guidance for implementing developmental screening, coordinating identification, and communication with families.

Webinar Date/Time:	September 27 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.

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 October Provider Update Webinar using the information below:

Webinar Date/Time:	October 3 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 October 3 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 at the Baton Rouge event on October 5, 2024:

Hotel & Booking Link	Location
Crowne Plaza Baton Rouge	4728 Constitution Ave Baton Rouge, LA 70808 Phone: (225) 925-2244

Please contact events@emergentmethod.com with questions.

NEW: The 2026 Early Childhood Teacher and Leader of the Year Award Nominations portal has opened!

Calling all excellent Early Childhood Teachers and Leaders! Eligible candidates for nomination for the Early Childhood Teacher and Leader of the Year Award are individuals who work in Type III child care centers, Head Start centers, Early Head Start centers, or CCAP-certified Family Child Care sites. Nominators can be colleagues, friends, family members, community members, or anyone else who knows an early childhood teacher or leader who is making a positive impact on the state’s youngest learners. Teachers and leaders can also nominate themselves. Anyone can submit a nomination, and the nomination survey takes less than five minutes to complete. You can be nominated for this award more than once; however, an overall honoree cannot be renominated.

School-based pre-K applicants should apply for the pre-K through grade 12 Teacher and Leader of the Year Awards.

Please complete the [Early Childhood Teacher and Leader of the Year Nomination form](#) by Thursday, October 10, 2024, 11:59 p.m.

Please contact shallan.jones@la.gov with questions.

NEW: Upcoming Early Childhood Care and Education Advisory Council Meeting

An Early Childhood Care and Education Council meeting will take place on September 18, 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 at least three business days in advance of the meeting describing the assistance that is needed.

NEW: Green Ribbon Schools Application Available in September

The LDOE is excited to announce that the application to be recognized as a [U.S. Department of Education Green Ribbon School](#) for the 2024-2025 school year will be available in September on the [Environmental Education](#) web page. Eligibility requirements include that schools, systems, and early learning centers show progress in

- reducing environmental impacts and costs;
- improving health and wellness; and
- providing effective environmental and sustainability education.

To assist interested applicants, the LDOE will host a series of webinars to help potential applicants understand the three pillars of the application and the application process. The [first application support webinar](#) is scheduled for September 23 at 4:30 p.m. Final applications are due on December 16 by 5 p.m.

Additional information is available on the [Environmental Education](#) web page.

Please contact environmentaleducation@la.gov with questions.

UPDATES FOR FUNDING AND ENROLLMENT

NEW: Child Care Assistance Program (CCAP) Family Sessions

The LDOE will host a Family Session in the Baton Rouge area to offer assistance to families with completing CCAP applications, understanding parent responsibilities as well as address questions relative to the program. The Family Session will occur as scheduled below:

Date:	City:	Address:	Time:
Friday, October 4, 2024	Baton Rouge, LA	Volunteers of America 7389 Florida Blvd. Baton Rouge, LA 770806	1:00 p.m. - 5:00 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 Asset Question – 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 that delays with application processing will not occur.

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

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 [webpage](#) 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.

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.

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 with questions regarding families experiencing homelessness.

UPDATES FOR LICENSED CENTERS

NEW: CPR and Pediatric First Aid Certifications

Maintaining current certification in CPR and Pediatric First Aid continues to be one of the most cited deficiencies. To ensure the health and safety of children in care, it is important to have qualified staff members, that are able to respond to life-threatening emergencies, in attendance at all times. Knowledge in these areas, and the confidence to use these skills, are critical to the outcome of an emergency situation.

[Bulletin 137](#) requires the following:

- All staff members on the premises of a center and who are accessible to children must have current certification in infant/child/adult CPR and Pediatric First Aid.
- Newly-hired staff members must obtain this certification within 90 calendar days from the date of hire and prior to assuming sole responsibility for any children. During this period, staff members must be supervised until the training is completed and certification is received.
- Documentation of current certification for each staff member must be on-site at all times and available for inspection by the Department.

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

NEW: Critical Incidents and Required Notifications

It is important to make the required notification of critical incidents, because different actions are required to be taken by different agencies to protect children, their families, and even the community. For example, the Louisiana Department of Health can assist in stopping the spread of infectious diseases if they are notified timely by the LDOE or the facility.

Documentation of these critical incidents is necessary to provide information to the child's parent, other appropriate health agencies, and law enforcement. [Bulletin 137 Section 1103](#) provides guidance on what are types of critical incidents, who must be notified, and the timeframe in which notification must be made.

It is important to remember all of the following:

- The timeframe to report a critical incident starts once any staff member receives notification.
- Do not delay reporting critical incidents while the center may be conducting its own investigation. Supplemental reports can be submitted after the initial notification to the Department.
- Critical incidents must still be reported to the Department even if it has been determined that an allegation has not been found to be true by DCFS or by the provider’s own investigation.

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

REMINDER: 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 on Louisiana Believes 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 the located indicated on the Critical Incident Form	Page 12
Chapter 15	Updates attendance records to require that date is captured and updates the monitoring policy for Provisionally-Employed staff	Pages 16 and 18
Chapter 17	Updates child-to-staff ratio requirements for children age 2 years old to 10:1 Updates 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

REMINDER: Fall 2024 CLASS® Observation Period

[Community Network Lead Agencies](#) continue working with sites to schedule local Fall 2024 CLASS® observations for the 2024-2025 academic year. Fall observations must be scheduled by October 1, 2024.

Third-party observations are being 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 the month in which the observations will occur.

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

REMINDER: Motor Vehicle Checks

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

REMINDER: 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 and 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 with questions.

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

NEW: Submission of Early Learning Site Reopening Form if Site Sustained Damage

At this time the LDOE [Early Learning Site Reopening Form](#) only needs to be completed if your early learning center, Family Child Care home, or In-Home care location sustained any damages.

- Damages include but are not limited to the following:
 - Flood Waters in Site
 - Structural Damage
 - Operating on Generator Power
 - Roof Damage
 - Other Structural Damage, including Fence Damage
- ***If damage was sustained, your site MUST complete the [Early Learning Site Reopening Form](#) and submit it to the LDOE by 5:00 p.m. on Friday, September 20, 2024.***

Also remember that it is your responsibility to destroy and dispose of any food or food items properly, if your site lost electricity for more than 48 hours.

If you have any questions, need assistance, or have issues completing this form by the requested deadline, please contact our office by e-mail at LDElicensing@la.gov or call 225-342-9905.

NEW: Child Care Criminal Background Check (CCCBC) Fingerprinting Sites Closures and Openings

Fingerprinting services at the Florida Street location in Mandeville and the Williams Boulevard location in Kenner have been permanently discontinued. The Winnfield location's last day of operation will be October 16, 2024.

New fingerprinting sites for early learning sites' employees will be opening in the coming months in the following parishes: Jefferson, St. John the Baptist, St. Landry, and St. Tammany,. Exact dates of operation will be communicated as soon as they are finalized by IDEMIA.

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

Please contact LDECCCBCprocessing@la.gov with questions.

REMINDER: No Charge Authorization Codes (NCACs)

As a reminder, IDEMIA's NCACs expire a year after issuance. Providers may refer to the IDEMIA email 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 with any questions.

REMINDER: Fingerprint Rejection Guidance

CCCBC applications remaining in “In Progress” status five business days after a fingerprint submission could possibly be due to fingerprint rejection. Applicants are notified via the applicant’s e-mail address of a fingerprint rejection. Status of a fingerprint submission can also be verified using [IDEMIA’s appointment enrollment site](#).

Applicants whose fingerprints are rejected will be instructed via e-mail to schedule an appointment to re-submit fingerprints, using the specified link listed on the appointment enrollment site. Additional fingerprint fees are not required if fingerprints are re-submitted within 30 days of the first fingerprint submission.

Please inform the CCCBC Section by [e-mail](#), prior to the fingerprinting appointment, if an applicant has a condition that may cause fingerprinting issues.

Please contact LDECCBCprocessing@la.gov with questions.

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 LDEccbcprocessing@la.gov.
- For all other questions regarding early childhood, please contact earlychildhood@la.gov.
- Subscribe to our monthly newsletter by completing this [form](#).