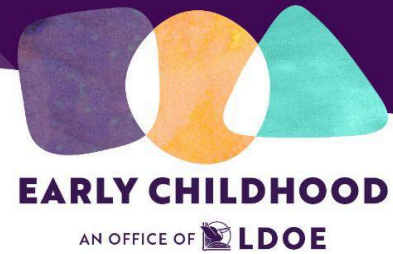




Early Childhood Newsletter



September 11, 2025

Attendance Awareness Month

September is Attendance Awareness Month. Academic success starts with consistent attendance.

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 regularly monitor attendance and analyze child attendance data to identify trends in order to support families with attendance. For example, when reviewing the attendance percentage rate of your Early Childhood program, consider what barriers families have. Collaboration is key, and community partners, including 2-1-1, are often a helpful resource to both early learning sites and families, potentially offering 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.

Upcoming Deadlines

- September 17: [Early Childhood Conference Registration - Shreveport](#)

Upcoming Events

- September 13: Early Childhood Conference 2025 - Baton Rouge
- September 18: [CCAP Monthly Call for Providers](#)
- September 23: [Young Children with Disabilities Community of Practice](#)
- September 24: [KinderSystem CenterTrack Webinar](#)
- September 25: [CCAP New Provider Training](#)
- September 26: [New Director Office Hours](#)
- October 2: [Monthly Provider Webinar](#)
- October 11: Early Childhood Conference 2025 - Shreveport
- October 17: [Early Childhood Teacher and Leader of the Year Nominations Portal Closes](#)

More Important Dates

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

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UPCOMING EVENTS

REMINDER: 2025 Early Childhood Conference Registration is Open

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

Registration for the 2025 Early Childhood Conference in Shreveport is available on a first-come, first-served basis and will close on the respective date listed below or at sellout.

Date and Location	Registration Link	Regular Registration Deadline
Shreveport October 11 Shreveport Convention Center 400 Caddo St.	Shreveport Early Childhood Conference Registration Link	September 17

There will be no on-site registration. All registrations must be completed by the deadline above.

Please contact 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 October Provider Update Webinar using the information below:

- **Webinar Date/Time:** October 2 at 1 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/93597745872>
- **Meeting ID:** 935 9774 5872
- **Passcode:** 641464

The September 4 webinar presentation slides are available in the [Quality Providers Library](#) on the LDOE website.

For more information, please contact 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 September Monthly Call via the information below:

- **Webinar Date/Time:** September 18 at 1 p.m.
- **Webinar Link:** [CCAP Monthly Call for Providers](#)
- **Phone Number:** 1 470 381 2552
- **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 New Provider training gives providers all the tools and resources that support their new role as a certified provider, ensuring quality child care services.

The training can be accessed as follows:

- **Webinar Date/Time:** September 25 at 1 p.m.
- **Webinar Link:** [CCAP New Provider Training](#)
- **Phone Number:** 1 470 250 9358
- **Meeting ID:** 918 0810 1163

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

NEW: KinderSystem September 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:** September 24 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 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 Introduction to the Early Childhood Accountability System." Participants will learn how the system promotes high-quality early care and education across the state and explain how Louisiana uses CLASS® observations to assess quality of care.

Interested participants can access the webinar using the information below:

- **Webinar Date/Time:** September 26 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 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 September YCWD Community of Practice Webinar using the information below:

- **Webinar Date/Time:** September 23 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.

UPDATES FOR FUNDING AND ENROLLMENT

NEW: Child Care Assistance Program (CCAP) Discontinuation of the Provider Mass Change Form (10P)

The Provider Mass Change form (CCAP 10P) was created to aid providers in submitting mass change requests for *Summer Care only*. School-aged children have now transitioned to a new school year; therefore, effective

immediately, the form should not be submitted for change requests.

Providers and parents should access and resume use of the regular Report of Changes [form](#) to report family changes. The change request can be faxed to 225-376-6060 or e-mailed to LDECCAP@la.gov.

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

NEW: Child Care Assistance Program (CCAP) Provider Ticket System

The Child Care Assistance Program (CCAP) Provider Help Desk will soon be transitioning to a new ticket system. The new system will streamline access while including features that enhance timely resolution of provider queries.

Providers will continue to use the current Provider Ticket System until September 19. After September 19, the current Provider Ticket System will not be accessible for providers. Beginning September 20, providers should use the CCAP Provider Help Desk e-mail (CCAPPHD@la.gov) to input their queries and issues. During this time, Provider Help Desk staff will continue to research and share resolutions to aid providers via that e-mail account.

More information on the new ticket system will be shared during the CCAP Monthly Call for Providers.

For assistance, 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 LDOE's online electronic system, and each site is solely responsible for completing the online license renewal application timely. "Timely" means that a license and certification 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 October 31, you must submit your license and certification renewal by no later than September 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 15th 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, 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.

The new anticipated recertification periods will be as follows:

- October 2025 - December 2025 Redeterminations will be extended between April 2026 and June 2026.

Note: A new notice of Certification and Payment will be mailed to the families and providers.

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

UPDATES FOR LICENSED CENTERS

NEW: Daily Attendance Records

Capturing daily attendance is not just about checking a box: it may seem like a simple administrative task, but its impact is essential.

Tracking attendance plays an important role in ensuring children's safety, by allowing staff to:

- Know exactly which children are present at any given time
- Prepare accurate headcounts in case of emergency drills or evacuations
- Prevent confusion during pickup times or transitions between rooms

[Bulletin 137](#) and the CCAP Provider Agreement require that a daily attendance record must be maintained for children, staff members, and owners that shall:

- Include the first and last name of the child, staff member, and owners
- Include the first and last name of the person or entity to whom the child is released
- Accurately reflect the child, staff members, and owners on the center's premises at any given time
- Be used to document a child, staff members, and owners who leave and return to the center during the day

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

NEW: Hazards

Creating and maintaining a hazard-free environment is not just about meeting requirements, it is about protecting children. Ensuring the indoor and outdoor space is free of hazards, as required in [Bulletin 137](#), ensures the following:

- Allows children to explore safely without constant danger
- Enables fewer injuries and emergency incidents
- Supports child well-being, learning, and confidence

Conducting a daily safety check of the indoor and outdoor areas is one way to ensure an early learning site is safe at all times. Inspect the center every morning before children arrive for all of the following:

- Broken toys, loose furniture, or tripping hazards are removed
- Gates are locked or secured
- Floors are clean to prevent slips
- Stray items are removed

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

NEW: Behavior Management

Guiding children's behavior is a natural and necessary part of the day. How early learning center staff members approach discipline matters, too. To protect every child's well-being and maintain compliance with licensing requirements, there are certain methods of discipline that are prohibited. Even if the staff member is a parent of a child enrolled in the center and uses physical discipline at home, it is not permitted in an early learning center under any circumstances.

Per [Bulletin 137](#), if a staff member, director, or owner is named in a deficiency for a prohibited method of discipline, this could affect the status of a CCCBC-based determination of eligibility for child care purposes. A change in a CCCBC status from eligible to provisional will result in the following:

- being monitored at all times by another adult staff if employed at an early learning center
- being ineligible to qualify for a director position
- being unable to own or operate an early learning center

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

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

NEW: The 2027 Early Childhood Teacher and Leader of the Year Nominations Portal is Now Open!

The search is now on for next year's Early Childhood Teacher and Leader of the Year honorees. Part of the selection process includes recommendations from teachers, directors, district employees, parents, colleagues, and community members. If you know an outstanding early childhood teacher or leader who works in a Type III early learning center or FCC, please submit a nomination and/or self-nominations.

The [nominations portal](#) is open through October 17, 2025. Multiple nominations are accepted, as well as self-nominations. At the end of the nominations process, the LDOE will review nominees, and the nominees will be encouraged to apply for the award.

To learn more about the current and previous Early Childhood Teacher and Leader of the Year honorees, visit the [Awards Resources](#) library.

Please contact Shallan.Jones@la.gov with questions.

NEW: Maintaining CCCBC Roster

Providers must ensure the center maintains continuous compliance with CCCBC requirements. Regular roster maintenance not only fulfills regulatory obligations but also helps streamline administrative processes. To maintain a CCCBC roster effectively, please follow the procedures outlined below:

- If an applicant's CCCBC has not been linked to any early learning center for more than 180 days, a new CCCBC application is required. To initiate this, select "applicant has no SSN issued" and enter the individual's driver's license number. If an "email address already in use" error is received, a different e-mail address is required for the application.
- When hiring an individual whose CCCBC status is "Corrections Requested" or "Provisional," please contact LDECCBCprocessing@la.gov for instructions before proceeding.
- To remove a former employee, access the appropriate status queue in the CCCBC System and click the delete icon beside their name.
- To add a new staff member who already holds a valid CCCBC determination, log into your provider [dashboard](#). Select the "New Application" tab. On the New Applicant page, enter either the applicant's SSN or, if unavailable, choose "Applicant has no SSN issued" and use their driver's license number. Upload a signed [consent-to-add form](#).

Please contact LDECCBCprocessing@la.gov with questions.

NEW: Locating an IDEMIA Fingerprinting Site

To locate a nearby IDEMIA (IdentoGO) fingerprinting center, visit the IdentoGO locations [website](#). Enter a zip code or city to search, then select a convenient location from the results.

Please remember:

- A CCCBC application must be entered into the [system portal](#) before scheduling a fingerprint appointment.
- Applicants or providers (acting on behalf of an applicant) must utilize service code **27N4H8** at an [IdentoGo location](#) to schedule fingerprinting for Louisiana LDOE Early Learning Center employment purposes.
- Utilization of any alternative service code, such as teacher certification or ECAC, will necessitate re-fingerprinting and incurring additional expenses. Comprehensive guidance pertaining to the CBC for certification purposes is accessible [here](#).
 - Likewise, the code above should not be used for teacher certification (i.e., ECAC) applications.

- Only digital electronic fingerprint submissions are accepted unless otherwise directed by the LDOE. Should an applicant anticipate difficulties with fingerprinting due to a particular condition, the LDOE CCCBC Section must be notified in advance at LDECCBCprocessing@la.gov.

Please contact LDECCBCprocessing@la.gov with questions.

NEW: CLASS® Infant/Toddler 2nd Edition

In August, Teachstone released the new Infant/Toddler 2nd Edition observation tool. CLASS® 2nd Edition reflects advancements in research and field feedback, making the system more accessible, actionable, and aligned with best practices for improving educator-child interactions.

In the coming months the LDOE will release more information regarding the transition from CLASS® Infant 2008 and CLASS® Toddler 2008 to the Infant/Toddler 2nd Edition tool.

Please contact accountability@la.gov with questions.

REMINDER: Fall 2025 CLASS® Observation Period

[Community Network Lead Agencies](#) have begun working with sites to schedule local Fall 2025 CLASS® observations for the 2025-2026 academic year. Third-party observations, beginning this month, are scheduled and conducted by the ULL 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 timeframe in which the observations will occur.

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

REMINDER: School Readiness Tax Credits (SRTC)s

Early childhood educators must have a valid Early Childhood Ancillary Certificate (ECAC) by December 31 to qualify for certain levels of SRTC)s.

Directors and teachers with an expiring Early Childhood Ancillary Certificate must submit a renewal application at least four to six weeks before expiration, via the [Louisiana Educator Portal \(LEP\)](#).

- Note: Incomplete applications or applications submitted after November 1 may not be processed by the Certification Team before the deadline and thus may not qualify for re-leveling and a potential increase in SRTC)s for tax year 2025.

Early Childhood Director user guides for (LEP) are available on [TeachLouisiana.net](https://teachlouisiana.net) and the [Louisiana Educator Portal](#) homepage:

- [Early Childhood Director Guide](#)
- [Applicant Guide](#)

For re-leveling on the Louisiana Pathways Career Ladder, new credentials and certifications should be submitted via e-mail to cowanj@nsula.edu or via mail to Louisiana Pathways before December 31 at the address below:

Louisiana Pathways
Attention: Career Development
1800 Warrington Place
Shreveport, LA 71101-4425

Submit certification questions at <https://ldoe.force.com/s/ask-certification>. For questions regarding Pathways Leveling, contact cowanj@nsula.edu.

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 LDOE. 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 with questions.

CONTACT US



- For questions regarding licensing or child health and safety, please contact 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.
- For all other questions regarding early childhood, please contact earlychildhood@la.gov.
- Subscribe to our monthly newsletter by completing our [Newsletter Signup](#) form.