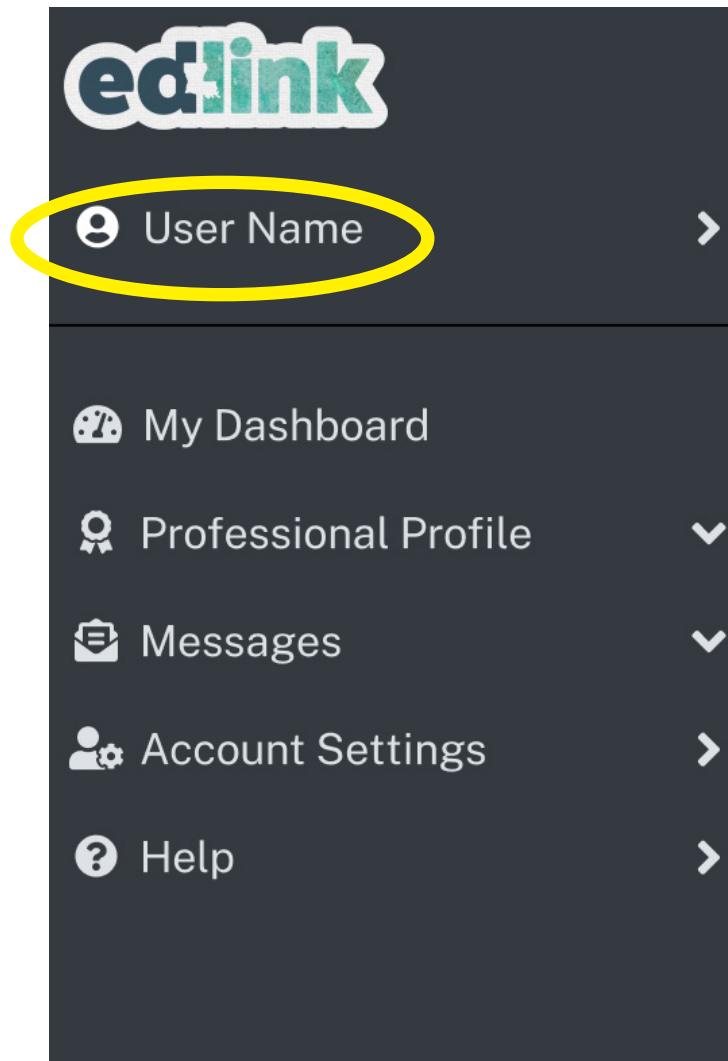
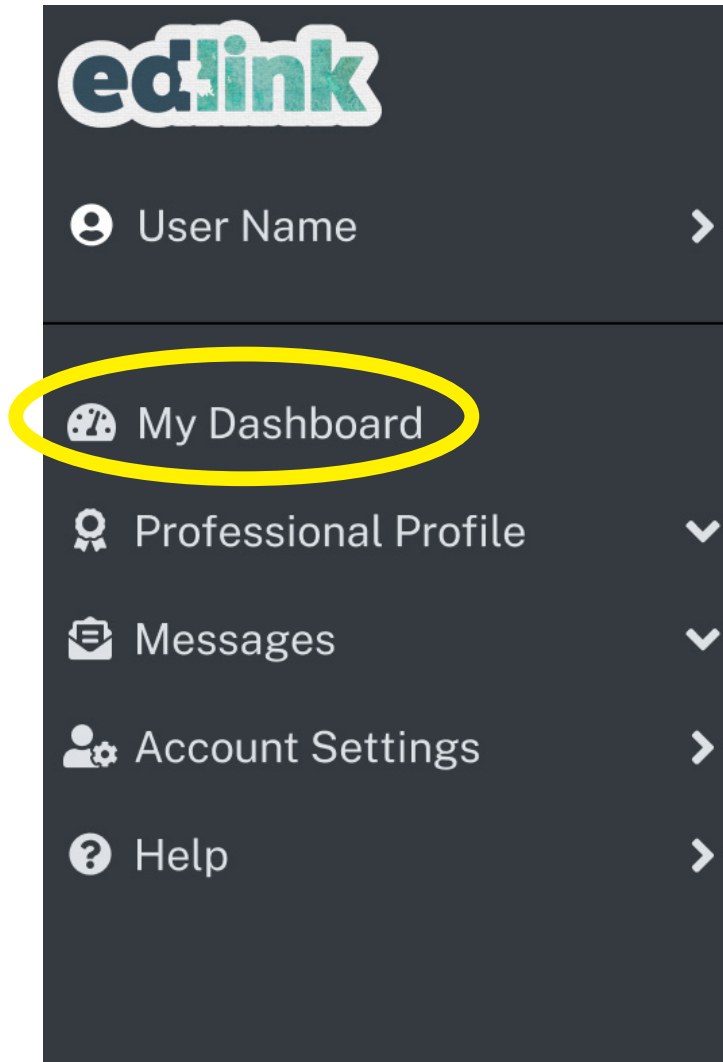




## Navigating Edlink for Providers



Your User Name is located under the Edlink logo. This is also where the Sign Out option is located. Click on the drop-down carrot to access any sub-menu items.



All owners, directors, and staff will have access to a Dashboard. The content of the Dashboard will depend upon the role you occupy. The next few pages provide images of a “New User” Dashboard.

**edlink** My Dashboard

User Name >

My Dashboard >

Professional Profile >

Messages >

Account Settings >

Help >

## My Dashboard

Thank you for creating a new account. Get started below with a new application or request access to an existing organization.

### Welcome, Daisy!

How to use the EdLink Entity Portal

Why am I here?

### Get Started

**Ready to start with a new application?**  
We'll ask questions about your business and guide you.  
[Find the Right Program →](#)

**Already a member of an existing entity?**  
Find your entity's site and request access to be added.  
[Request Access to an Entity →](#)

Request access here if you are Staff.

Emails and Notifications can be viewed as is, or by sorting from newest to oldest or by type by selecting the desired toggle button.

### Unread Messages and Notifications 8

[View All Messages](#)

Show All  Notifications  Messages  Appointments

◆ Newest to Oldest

- Message - Subject Line

FirstName LastName, MM/DD/YYYY, HH:MM AM/PM

Action Required: Read full message below
- Notification - Subject Line

MM/DD/YYYY HH:MM

Action Required: Review X

[Review →](#)
- Schedule Appointment - Subject Line

MM/DD/YYYY HH:MM

Action Required: Schedule appointment to X

[Schedule →](#)
- Notification - Subject Line

MM/DD/YYYY HH:MM

Action Required: Review X

[Review →](#)
- Schedule Appointment - Subject Line

MM/DD/YYYY HH:MM

Action Required: Schedule appointment to X

[Add to Calendar →](#)

↓ Click to show 5 more



User Name >

My Dashboard

Professional Profile v

Messages v

Account Settings >

Help >

All owners, directors, and staff will have a Professional Profile. The following pages provide images of the content within this section.

# My Professional Profile

Welcome to your Professional Profile. Here you can review and manage data related to your career and performance.

## Daisy Grotsma

### Title

Street Name 1  
Street Name 2  
Baton Rouge, LA 70802

Quality Rating

Excellent

SRTC Level

4 Stars

Professional rating, employment history and training certifications/requirements are located in the Professional Profile section.

Emails and Notifications can be viewed as is, or by sorting from newest to oldest or by type by selecting the desired toggle button.

## Messages and Notifications

8



### Signature Required - Entity Management

6/30/2021

Action: Start Renewal Application

Review



### Access Request - Staff Management

6/30/2021

Action: Review Access Request

Review



### Access Request - Staff Management

6/30/2021

Action: Review Access Request

Review



### Documentation Required - Staff Management

6/30/2021

Action: Add New Document

Review

↓ Click to show X more

# Employment History

You can review and manage your professional records here.

Filter by Document Type

Active

Archived

Document Type	File Name	Date Submitted	Review Status	
Certification	Certification.pdf	03/16/2021	Not Validated	
Training	Training.pdf	03/16/2021	Validated	
Value	Value	03/16/2021	Not Validated	
Value	Value	03/16/2021	Validated	
Value	Value	03/16/2021	Validated	

« 1 2 3 4 5 »

Showing X of X items.

+ Add New

## Records

You can review and manage your professional records here.

Filter by Document Type

Active

Archived

Staff may add new documents here.

Document Type	File Name	Date Submitted	Review Status	
Certification	Certification.pdf	03/16/2021	Not Validated	
Training	Training.pdf	03/16/2021	Validated	
Value	Value	03/16/2021	Not Validated	
Value	Value	03/16/2021	Validated	
Value	Value	03/16/2021	Validated	

Show 5 per page

« 1 2 3 4 5 »

Showing X of X items.

+ Add New

## Helpful Links

The links below are for common, frequently-used resources.

[Louisiana's Birth to Five Early Learning and Development Standards](#)

[Vendor Guide PDF CLASS®](#)

[Connecting CLASS™ and Tier I Curriculum PDF 2019-2020 PD](#)

[Video Library](#)

[Instructional Leader Guidebook](#)

[Benchmark Report \(Network and State-level score\)](#)



# Professional Development



















This page provides a record of all Certifications, Degrees, and Training you have reported.


## Education

Below is the documentation uploaded corresponding with your Entity. If you would like to change or update the documentation, you can submit new documentation by clicking 'Add New' below. All new documentation will be reviewed by the Department of Education.



Filter by File Type

 Refresh Review Status

File Type	File Name	Date Submitted	Review Status		
State Fire Marshal Information	State_Fire_Mrshll_Info.pdf	02/16/2021	Approved		
Emergency Plan	DaisysPlan2021.pdf	02/16/2021	Pending		
Public Health Approval	Pub_Health_Appr.pdf	02/16/2021	Pending		
Center Pictures	Center_pic1.jpg	02/16/2021	Submitted		
Center Pictures	Center_pic2.jpg	02/16/2021	Submitted		
Center Pictures	Center_pic3.jpg	02/16/2021	Pending		
Center Pictures	Center_pic4.jpg	02/16/2021	Pending		
Documentation of Ownership	Doc_of_Ownership.pdf	02/16/2021	Pending		
Liability Insurance	Liability_Ins.pdf	02/16/2021	Pending		

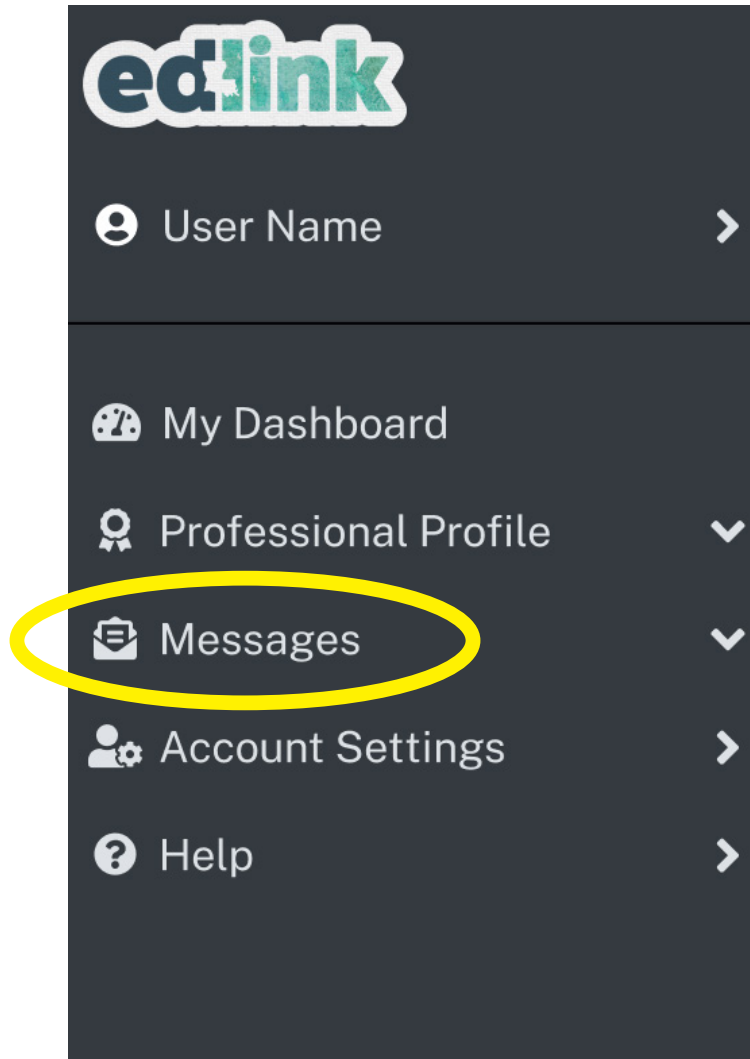
 Add New

Show 10 per page

 1 2 3 4 5 

Showing X of X items.

Entity Managers will have access to Entity and Personal Development options. Educational certifications and degrees may be uploaded and maintained in this section for each owner, director and staff member.



Messages are available for owners, directors and staff. Messages are internally sourced from LDOE and Edlink. However, in the next section, Account Settings, users may select to have Messages delivered to a private cell number, via text or email.

## Unread Messages and Notifications 8

[View All Messages](#)

Show All  Notifications  Messages  Appointments

↕ Newest to Oldest



### Message - Subject Line

FirstName LastName, MM/DD/YYYY, HH:MM AM/PM

Action Required: Read full message below



### Notification - Subject Line

MM/DD/YYYY HH:MM

Action Required: Review X

[Review](#) →



### Schedule Appointment - Subject Line

MM/DD/YYYY HH:MM

Action Required: Schedule appointment to X

[Schedule](#) →



### Notification - Subject Line

MM/DD/YYYY HH:MM

Action Required: Review X

[Review](#) →



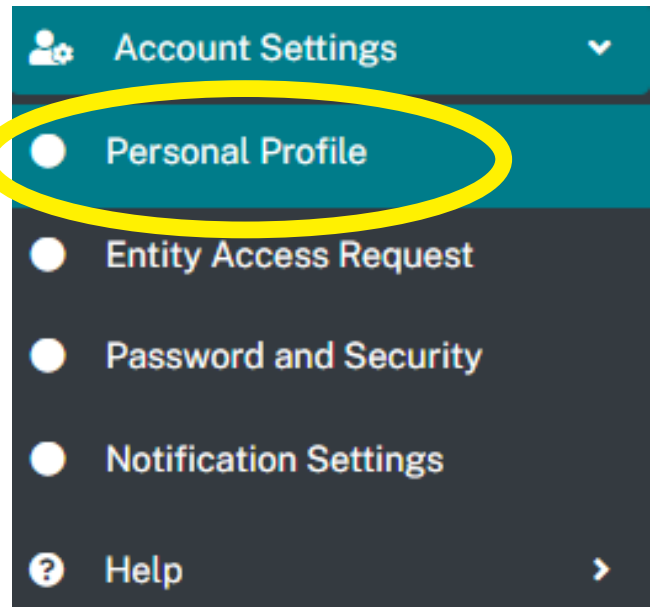
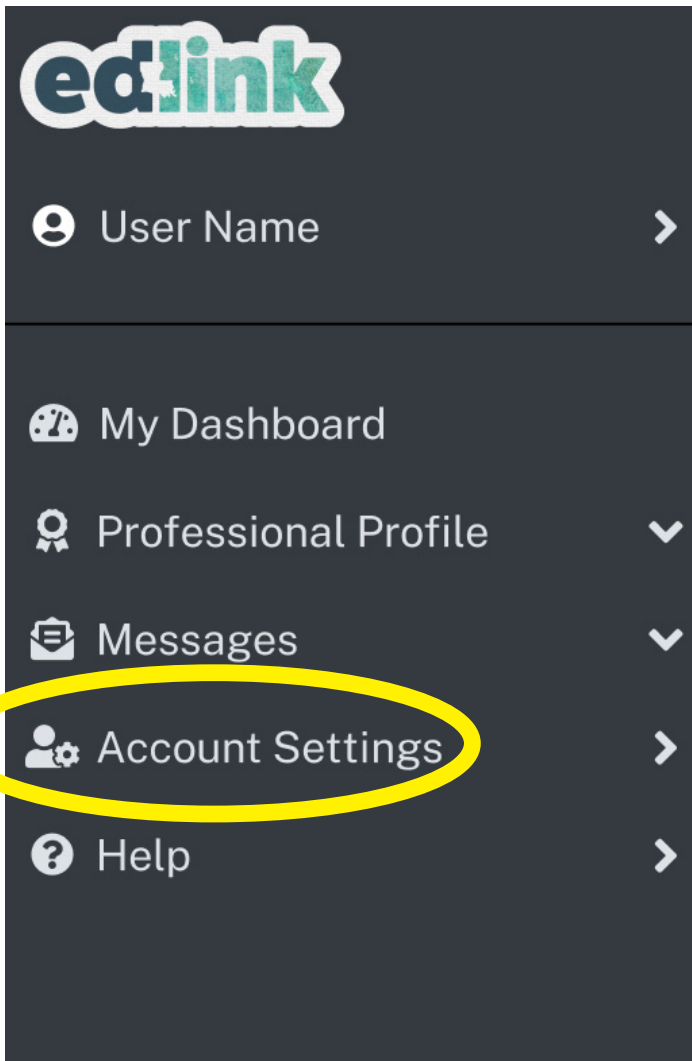
### Schedule Appointment - Subject Line

MM/DD/YYYY HH:MM

Action Required: Schedule appointment to X

[Add to Calendar](#) →

↓ [Click to show 5 more](#)



All fields with red asterisks must be completed. This information may be edited at any time without LDOE approval.

### Pamela Mertens - Personal Profile

Review or update your personal profile information below.

#### Name and Contact

<b>Member Name</b>	<b>Contact Information</b>
Prefix	*Primary Phone Number
<input type="text"/>	<input type="text"/>
*First Name	Secondary Phone Number
<input type="text"/>	<input type="text"/>
Middle Name	*Email Address
<input type="text"/>	<input type="text"/>
*Last Name	MyLA UserID
<input type="text"/>	<input type="text"/>
Suffix	Staff ID
<input type="text"/>	<input type="text"/>

#### Address Information

<b>Physical Address</b>	<b>Mailing Address</b>
*Street Name 1	*Street Name 1
<input type="text" value="1201 N River Rd"/>	<input type="text" value="1201 N River Rd"/>
Street Name 2	Street Name 2
<input type="text"/>	<input type="text"/>
*City	*City
<input type="text" value="Baton Rouge"/>	<input type="text" value="Baton Rouge"/>
*State	*State
<input type="text" value="Louisiana"/>	<input type="text" value="Louisiana"/>
*Zip	*Zip
<input type="text" value="70802"/>	<input type="text" value="70802"/>
*Parish/County	*Parish/County
<input type="text"/>	<input type="text"/>

#### Personal Identification

*Date of Birth	*SSN	*Identification Number	*Issuing State
<input type="text" value="01/12/1985"/>	<input type="text" value="***-**-1902"/>	<input type="text" value="6754"/>	<input type="text" value="Louisiana"/>
*Gender	*Race	Married	
<input type="text" value="Female"/>	<input type="text" value="White/Caucasian"/>	<input checked="" type="checkbox"/> Yes	

#### Entity Access Requested

Select the type of organization you will be interacting with. Note, your request may take up to 3-5 business days to review.

\*What type of organization

Early Childhood  K-12

On this page, a Request to Access an Entity may be submitted. Use this option if you are a staff member and wish to gain access to the Entity that you are employed with. Staff will have access to add to their own profiles at anytime, even if they are not assigned to an Entity. Profiles and all uploaded documents will follow the staff member (any role) to new entities.

### Access Request

Review or update your access to specific entities below.

---

#### Entity Access and Roles Levels

Request access to a new entity, or to change role with an existing entity using the table below.

Entity Name	Address	Role
Juno's Kids	1201 N River St New Orleans Livingston LA 70690	Entity Manager

---

#### Request Access

Click the link to the right to be redirected to the EdLink Security site to request or manage your access to the EdLink Entity Portal.

[EdLink Security →](#)

---

#### Learn about the Roles

Click the link to the right to be see details about the various types of security roles available to users.

[Security Roles →](#)

### Password Reset & User Account History

Request to change password below.

---

#### Password Reset

Click the link to the right to be redirected to the my.la.gov site to get assistance with changing your password.

[Reset Password →](#)

---

#### User History

Quick Filters: [All](#) [My Changes](#) [Other User Changes](#)

User	Field	Original Value	New Value	Request Date/Time
------	-------	----------------	-----------	-------------------

Reset Password here.

Select the notification type that you would like to use. Under Preferences, toggling “all notifications” is recommended. Notifications can always be reduced in quantity and type without LDOE approval.

### Notification Settings

Review or update your notification preferences below.

---

#### Delivery Methods

<p>Allow notifications by email <input type="radio"/> No</p> <p>Allow text notifications by text message <input type="radio"/> No</p> <p>Allow notifications by mail <input type="radio"/> No</p>	<p><b>Email Address</b> pamela.k.mertens@gmail.com</p> <p><b>Text Message</b> <input type="text" value=""/></p> <p style="font-size: 0.8em; margin-top: 5px;">Carrier charges may apply for text messages</p> <p><b>Mailing Address</b> 1201 N River Rd , , Baton Rouge, LA</p>
---	---

---

#### Notification Preferences

Toggle all notifications  No

---

#### Reminders

Annual Certification (Due in 30 days)  No

Licensing Expiration (Due in 30 days)  No

Upcoming Training Session (starts in 2 days)  No

### Notification Preferences

Toggle all notifications  No

---

#### Reminders

Annual Certification (Due in 30 days)  No

Licensing Expiration (Due in 30 days)  No

Upcoming Training Session (starts in 2 days)  No

---

#### New Messages

Task is assigned to me  No

Message response  No

System messages  No

---

#### Changes to my records

Professional profile updated  No

Personal profile updated  No

Pending change expiration  No



User Name >

My Dashboard

Professional Profile v

Messages v

Account Settings >

Help >

Help v

Resources

Find the Right Program

Report Child Abuse

Submit a Complaint



# Resources

---

## Helpful Links

The links below are for common, frequently-used resources

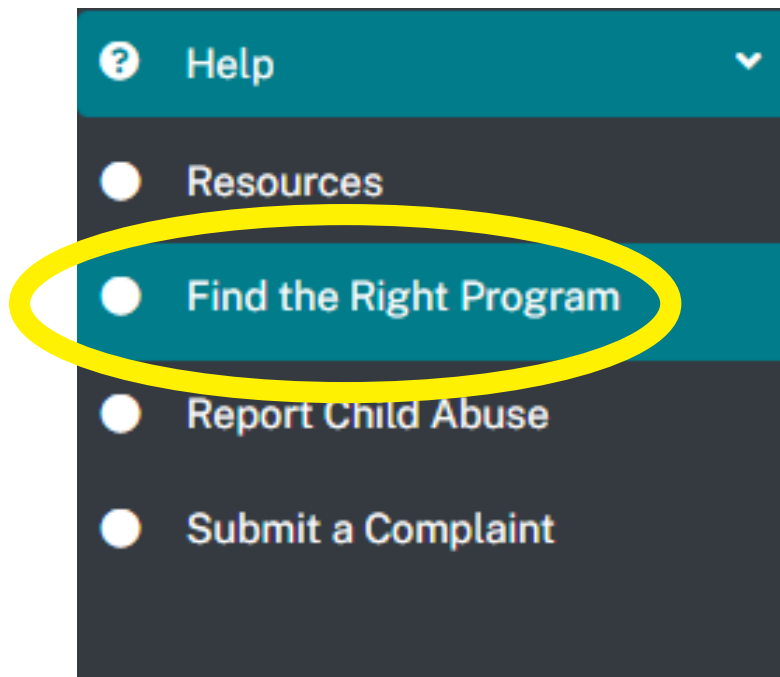
[Licensed Centers Library](#) 

[Sanitary Code](#) 

[The Safety Box](#) 

[Mandated Reporter Training](#) 

Click on the links to navigate to the listed sites. Links will open into new windows and may be closed at anytime without interfering with your Edlink session.



Use Find the Right Program to ensure that you are completing the most suitable application for your new Entity. This page will be used for New Applicants (first time licensing) and for existing Entities to peruse benefits and options that might influence a license type change.


Click on the boxes to navigate to the next questions and information about each license type. Answers can be changed at anytime, providing new recommendations in most instances. Once the application type is agreeable, select Start Application.


### Find the Right Program

Answer the questions below to determine the correct application for your center. You can change your answers as you go to update the recommendation below.


[← Return to Dashboard](#)


#### Which service do you want to provide?

  
Early Childhood


  
K-12 Schooling


#### Which service do you want to provide?


  
Early Childhood

  
K-12 Schooling


#### Where do you provide your services?


  
**At My Home**  
I want to provide child care in my home with a maximum of 6 children

  
**In the Child's Home**  
I want to provide care to children in their home. Example: babysitter or nanny

  
**Early Learning Center**  
I want to be a Licensed Center, that provides care for 7 or more children

#### Do you wish to provide service to families, who are approved for Child Care Assistance?

  
**Yes**  
Our CCAP providers are **eligible for up to \$9,411 annually per publicly funded child!**

  
**No**  
Your center will be **missing out on earning up to \$35.65 per child per day** in assistance.

## You may be eligible for the following benefits

Click "Learn More" to see additional details of the programs and tools available to you.

### Child Care Assistance

Registered Family Child Care providers can be eligible for up to \$9,411 annually per publicly funded child!



[Learn More](#)

### Child and Adult Care Food Program

You can be eligible for up to \$6 per child per day from the Federal Division of Nutrition Services.



[Learn More](#)

### Advertise your School or Center

Families interested in attending your center can be able to find your provider information on the School Finder Website.



[Learn More](#)

### RECOMMENDED

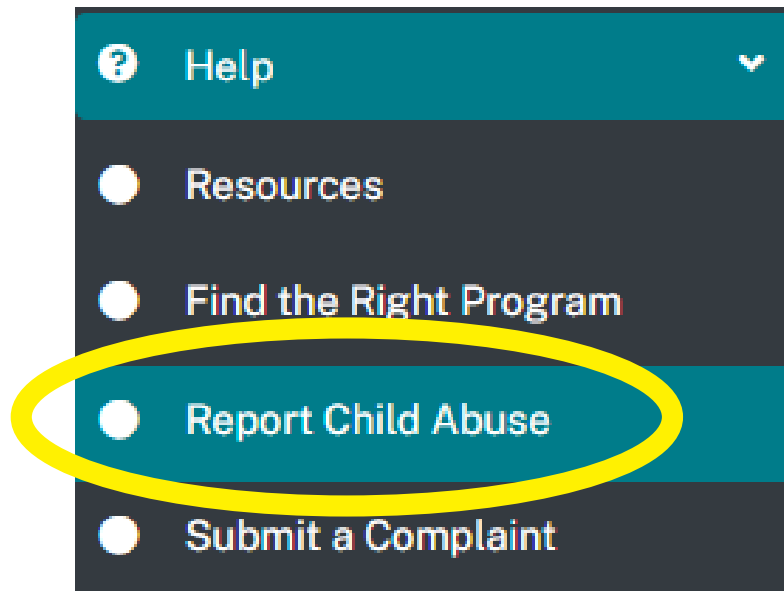
## Type III License Application

Let's begin filling out your application today.

[Start Application →](#)



Click on Learn More for benefit descriptions and details. Answers can be changed at anytime, providing new recommendations in most instances. Once the application type is agreeable, select Start Application.



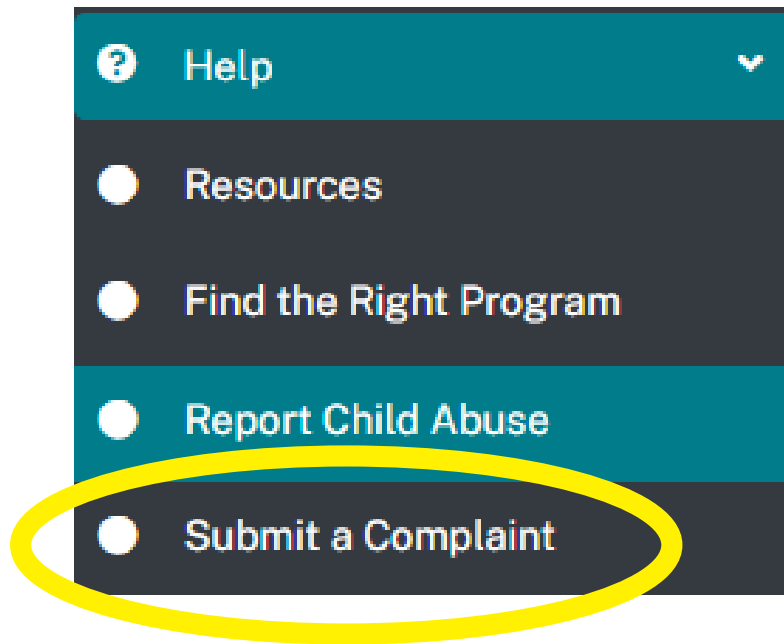
Click on the link to Report Child Abuse. You will be directed to an outside website for submittal.

## Report Child Abuse

### Helpful Links

The links below are for common, frequently-used resources

[Report Child Abuse](#) 




Complete and submit Complaints here.

This page was intentionally left blank.

# **Entity Management Navigation for Existing Entities**






 Pamela Mertens >

### All Approved Entities

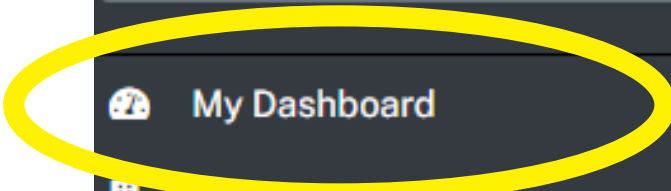
(Latest Version of Entities Only)

300434 - Type FH 


\*Temporary Feature


### Entity


Juno's Kids 





 My Dashboard


 Entity Management >

 Staff Management >

 Financial Management >

 Messages **167**

 Account Settings >

 Help >

**Welcome Back, Pamela Mertens**  
This page will show you all the relevant information about your entity. It includes widgets that highlight new alerts, messages, and calls to action from each of major administrative functions of your entity.

**Entity Snapshot**

Category	Value
Capacity	6
Licensing Visits	2
Total Staff	1
Deficiencies	0

**Entity Manager or Administrator are responsible for the input of all Staff information**

The Entity Manager Dashboard will display, Capacity, LDOE Visits, Staff and Deficiencies. All staff will be entered by the Entity Manager or the staff member, if they request access to the Entity, as shown earlier.

Quick links, for Entity Changes, New Entity Applications and Renewals are available. Change of license type, location and ownership applications are also located here.

**Quick Links**  
The links below are for common, frequently-used actions for applications, changes, or renewals for your business.

- Update Entity Information
- Change of Location
- + Start New Application
- Submit Renewal Application

**Messages and Notifications 3**

View All Messages

← Newest to Oldest

- Message - Annual Inspection Completed**  
Pamela Mertens, May 20, 2022 9:49 AM  
Action Required: Read full message below
- Notification - Annual Inspection Completed**  
May 20, 2022 9:49 AM  
Action Required: Annual Inspection Completed [Review](#)
- Notification - Request to Schedule Inspection**  
May 20, 2022 9:35 AM  
Action Required: Request to Schedule Inspection [Review](#)

**Helpful links**

- EdLink Support
- Child Care Health Consultants
- CCCBC
- Office of Public Health
- Publicly-Funded Provider Programs
- CPR and First Aid Vendors
- Emergency Preparedness
- Fire Marshal Inspection
- Quality Providers Library
- Child Care Resource & Referral Agencies

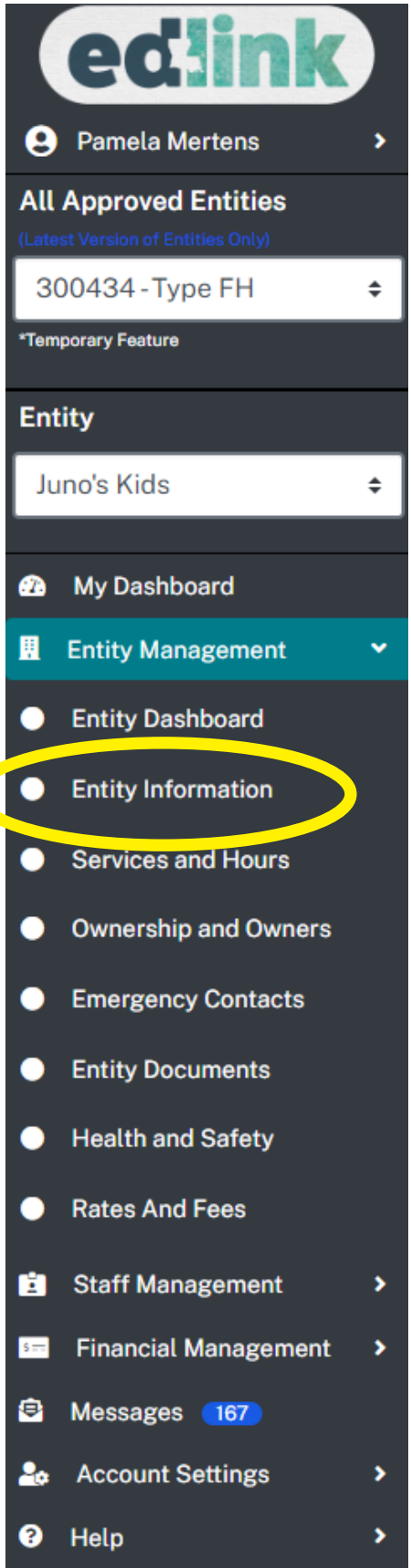
**The Renewal application will only be available if you are less than 90 days from expiration.**

Click on Helpful Links to assist you with your Entity needs and requirements.

At the bottom of the Entity Manager Dashboard are any pending or submitted applications. An Entity Manager or Staff Administrator may Edit, Cancel, or Withdraw an application here. An In Progress status is used for applications that have been started but not submitted. Pending statuses are assigned to submitted applications.

The screenshot displays the 'edlink Entity Dashboard' with a sidebar on the left and a main content area titled 'Pending Applications'. The sidebar includes the user name 'Pamela Mertens', 'All Approved Entities' (300434 - Type FH), 'Entity' (Juno's Kids), and navigation options like 'My Dashboard', 'Entity Management', 'Staff Management', 'Financial Management', 'Messages (167)', 'Account Settings', and 'Help'. The main content area shows six application cards, each with a title, application ID, category, last update, and expiration date. Each card has 'Edit' and 'Cancel' buttons, except for the 'Love Marry School-IH Renewal' card which has 'View' and 'Withdraw Application' buttons.

Application ID	Category	Last Update	Expires on	Status	Actions
301449	New	08/10/2022	11/08/2022	In Progress	Edit, Cancel
301444	Change of Location	08/08/2022	11/06/2022	In Progress	Edit, Cancel
301441	New	08/04/2022	11/02/2022	In Progress	Edit, Cancel
301402	New	08/03/2022	11/01/2022	In Progress	Edit, Cancel
301036	Renewal	07/28/2022	09/18/2022	Pending	View, Withdraw Application
301325	New	07/28/2022	10/26/2022	In Progress	Edit, Cancel



## Entity Information

Review your Center name, address, and contacts. Select Edit Entity to edit your Center name, address, contacts, services, and hours.

Changes can be made to your Entity by submitting a change application located in Quick Links.

### Section 1: Family Child Care Provider Name

\*As it will appear on [School or Center Finder](#)

BERNESTINE THOMAS ALLEN

### Section 2: Address Information

#### Physical Address

\*Street Name 1

1207 GRAYSON STREET

Street Name 2

\*City

WINNSBORO

\*State

Louisiana

\*Zip

71295

\*Parish/County

Franklin

#### Mailing Address

\*Street Name 1

1207 GRAYSON STREET

Street Name 2

\*City

WINNSBORO

\*State

Louisiana

\*Zip

71295

\*Parish/County

Unknown

### Section 3: Family Child Care Provider Contacts

\*Primary Telephone Number

318-535-2293

Secondary Telephone Number

318-535-2293

\*Notification Email Address

Noemail@gmail.com

Provider Website Address

Provider Facebook Page

Provider Twitter Account

Provider Instagram Account

Mailing address and social media sites may be added or edited without LDOE approval on this page. Click on the School and Center finder link to visit the site and verify your information that the public has access to.

The image shows a vertical sidebar menu from the edlink mobile application. At the top is the edlink logo. Below it is the user's name, Pamela Mertens, with a right-pointing chevron. The main section is titled "All Approved Entities" with a subtitle "(Latest Version of Entities Only)". There are two dropdown menus: the first is set to "300434 - Type FH" with a note "\*Temporary Feature" below it, and the second is set to "Juno's Kids". Below these are menu items: "My Dashboard", "Entity Management" (which is expanded to show a list of options), "Entity Dashboard", "Entity Information", "Services and Hours" (circled in yellow), "Ownership and Owners", "Emergency Contacts", "Entity Documents", "Health and Safety", "Rates And Fees", "Staff Management", "Financial Management", "Messages" (with a blue badge showing "167"), "Account Settings", and "Help".

edlink

Pamela Mertens >

All Approved Entities  
(Latest Version of Entities Only)

300434 - Type FH ⇅  
\*Temporary Feature

Entity  
Juno's Kids ⇅

My Dashboard

Entity Management ▾

- Entity Dashboard
- Entity Information
- Services and Hours
- Ownership and Owners
- Emergency Contacts
- Entity Documents
- Health and Safety
- Rates And Fees

Staff Management >

Financial Management >

Messages 167

Account Settings >

Help >

## Services and Hours

The information entered on this page will be linked to the provider profile on the LDOE School Finder website.

### Section 1: Licensed Capacity

*Enter Age	*Select Age Range	*Enter Age	*Select Age Range
<input type="text" value="00"/>	<input type="text" value="Years"/>	<input type="text" value="12"/>	<input type="text" value="Years"/>
<small>Minimum age being served</small>		<small>Maximum age being served</small>	

### Safety Approved Cribs (less than 1 yr old)

This statement must be certified by the applicant anytime they make a new request to take care of a child that is less than 1 year old in a center.

I certify that the center listed on this application currently has the safety approved cribs available for each infant in care.

*Signature	*Today's Date
<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>
<small>Type your full name to certify.</small>	<small>Enter today's date in the format of MM/DD/YYYY.</small>

Changes can be made to your Entity by submitting a change application located in Quick Links.

### Section 2: Operating Hours

\*Is this facility open all months of the year  No

*From	*To
<input type="text" value="--Select--"/>	<input type="text" value="--Select--"/>

\*Is this facility open 24 hours a day?  No

Day	Open	Open From:	Open Until:
Monday	<input checked="" type="checkbox"/> Open	<input type="text" value="07:00 AM"/>	<input type="text" value="05:00 PM"/>
Tuesday	<input checked="" type="checkbox"/> Open	<input type="text" value="07:00 AM"/>	<input type="text" value="05:00 PM"/>
Wednesday	<input checked="" type="checkbox"/> Open	<input type="text" value="07:00 AM"/>	<input type="text" value="05:00 PM"/>
Thursday	<input checked="" type="checkbox"/> Open	<input type="text" value="07:00 AM"/>	<input type="text" value="05:00 PM"/>
Friday	<input checked="" type="checkbox"/> Open	<input type="text" value="07:00 AM"/>	<input type="text" value="05:00 PM"/>
Saturday	<input checked="" type="checkbox"/> Open	<input type="text" value="--:-- :--"/>	<input type="text" value="--:-- :--"/>
Sunday	<input checked="" type="checkbox"/> Open	<input type="text" value="--:-- :--"/>	<input type="text" value="--:-- :--"/>

Copy to all

### Section 3: Additional Services

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Before Care          | <input type="checkbox"/> All Day                     | <input type="checkbox"/> Transportation (To/From Home or School) |
| <input type="checkbox"/> After Care           | <input type="checkbox"/> Half Day                    | <input type="checkbox"/> Transportation (Field Trips)            |
| <input type="checkbox"/> Summer/Holiday Hours | <input type="checkbox"/> Half Day Only               | <input checked="" type="checkbox"/> Special Needs                |
|   | <input type="checkbox"/> Overnight Care (9pm to 6am) |  |

Any edits or additions to Hours and Rates will require an Entity Change Application and LDOE approval. See Quick Links on the Dashboard for the green application button. Only 1 application may be in progress at a time, so prioritize. You may withdraw an application at anytime.

Entity change Applications must be carefully completed before submitting. Any change that is rejected by the reviewer will cause the entire application to be rejected and ultimately, resubmitted.

The image shows a vertical sidebar menu from the edlink mobile application. At the top is the edlink logo. Below it is the user profile for Pamela Mertens. The main section is titled 'All Approved Entities' with a subtitle '(Latest Version of Entities Only)'. There are two dropdown menus: the first is set to '300434 - Type FH' with a note '\*Temporary Feature' below it, and the second is set to 'Juno's Kids'. Below these are menu items: 'My Dashboard', 'Entity Management' (which is expanded to show a list of options), 'Staff Management', 'Financial Management', 'Messages' (with a badge for 167), 'Account Settings', and 'Help'. The 'Ownership and Owners' option in the expanded 'Entity Management' menu is circled in yellow.

**edlink**

Pamela Mertens

**All Approved Entities**  
(Latest Version of Entities Only)

300434 - Type FH  
\*Temporary Feature

**Entity**

Juno's Kids

My Dashboard

**Entity Management**

- Entity Dashboard
- Entity Information
- Services and Hours
- Ownership and Owners**
- Emergency Contacts
- Entity Documents
- Health and Safety
- Rates And Fees

Staff Management

Financial Management

Messages 167

Account Settings

Help



## Ownership and Owners

BERNESTINE THOMAS ALLEN

Changes can be made to your Entity by submitting a change application located in Quick Links.

### Ownership Information

**Business Entity Name**

BERNESTINE THOMAS ALLEN

**Physical Address**

1207 GRAYSON STREET  
WINNSBORO , Louisiana, 71295  
Franklin

**Mailing Address**

1207 GRAYSON STREET  
WINNSBORO , Louisiana, 71295

**Ownership Type**

Individual

### Tax Information

**Federal EIN**

000000000

**State Tax ID Number**

000000000

[Change of Ownership](#)

Any edits or additions to Ownership will require an Entity Change/Change of Owner Application and LDOE approval. See Quick Links on the Dashboard for the green application button. Only 1 application may be in progress at a time, so prioritize. You may withdraw an application at anytime.

The image shows a vertical sidebar menu from the edlink mobile application. At the top is the edlink logo. Below it is the user profile for Pamela Mertens. The main section is titled 'All Approved Entities' with a subtitle '(Latest Version of Entities Only)'. There are two dropdown menus: the first is set to '300434 - Type FH' with a note '\*Temporary Feature' below it, and the second is set to 'Juno's Kids'. Below these are navigation options: 'My Dashboard', 'Entity Management' (which is expanded to show a list of sub-options), and several other menu items. The 'Emergency Contacts' option is circled in yellow. At the bottom are 'Staff Management', 'Financial Management', 'Messages' (with a badge for 167), 'Account Settings', and 'Help'.

edlink

Pamela Mertens

All Approved Entities  
(Latest Version of Entities Only)

300434 - Type FH  
\*Temporary Feature

Entity  
Juno's Kids

My Dashboard

Entity Management

- Entity Dashboard
- Entity Information
- Services and Hours
- Ownership and Owners
- Emergency Contacts**
- Entity Documents
- Health and Safety
- Rates And Fees

Staff Management

Financial Management

Messages 167

Account Settings

Help

## Section 1: Emergency Plan

Below is the plan documentation submitted for your License application. If you would like to change or update your plan, you can submit new documentation by clicking "Add New" below. All new plans will be reviewed by the Department of Education.

File Type	File Name	Date Submitted	Review Status
-----------	-----------	----------------	---------------

+ Add New

Upload your plan by using the Browse button. If you do not have an existing plan, download the template below. If you choose to upload an Emergency Plan not based on the template provided, you must ensure your plan meets the requirements outlined in the file available below.

Download Plan Template

Download Emergency Plan Requirements

\*File

**Info.** If you choose to upload an Emergency Plan not based on the template provided, you must ensure your plan meets the requirements outlined in the file available below. Plans that do not meet the requirements will be rejected and the application will not move forward until all elements are fulfilled. ✕

## Section 2: Emergency Contacts

Your plan must have named contacts for Staff in the event of an Emergency. Please review below to confirm that these are your intended Emergency Contacts.

**Warning!** The Center will need one on-site and one off-site emergency contacts. Off-site emergency contacts are individuals who the Department can reach in the event of an emergency. Provide the Center, Office, or Director's Home Phone Numbers.

Contact Type	Name	Primary Phone	Secondary Phone
--------------	------	---------------	-----------------

+ Add New

Emergency Contacts may be added or deleted without LDOE approval.

Ensure that your Entity's Emergency Plan address all items in the template. It's recommended that you download and complete the template. Then upload the scanned in documentation.

Emergency Contacts require 1 On-site and 1 Off-Site contact. Add New to enter information for contacts.

The screenshot displays the edlink mobile application interface. At the top, the edlink logo is visible. Below it, the user's name "Pamela Mertens" is shown with a profile icon and a right-pointing arrow. The main section is titled "All Approved Entities" with a subtitle "(Latest Version of Entities Only)". A dropdown menu is open, showing "300434 - Type FH" with a double-headed arrow. Below this, the text "\*Temporary Feature" is displayed. The "Entity" section shows a dropdown menu with "Juno's Kids" selected. A navigation menu is open, listing various options: "My Dashboard", "Entity Management" (highlighted in teal with a downward arrow), "Entity Dashboard", "Entity Information", "Services and Hours", "Ownership and Owners", "Emergency Contacts", "Entity Documents" (circled in yellow), "Health and Safety", "Rates And Fees", "Staff Management", "Financial Management", "Messages" (with a blue badge showing "167"), "Account Settings", and "Help".

Entity Documents provides a safe and dependable, as well as easy to access, location to maintain all of your Entity's documentation.

All application, license, inspections, training, etc. Docs are located here.

**Entity Documents**  
BERNESTINE THOMAS ALLEN

[← Return to Entity Summary](#)

### Department of Education Documents

Group Type: --Select--  
Document Type: --Select--  
Date Submitted From: mm/dd/yyyy  
Date Submitted To: mm/dd/yyyy

Active  Archived

Group Type	Document Type	File Name	Date Uploaded
There are no records to show			

[+ Add New](#)

**Entity Documents**

Group Type: --Select--  
Document Type: --Select--  
Review Status: --Select--

Date Submitted From: mm/dd/yyyy  
Date Submitted To: mm/dd/yyyy

Active  Archived [Refresh Review Status](#)

Document Type	File Name	Date Submitted	Review Status
There are no records to show			

[+ Add New](#)

The screenshot displays the edlink mobile application interface. At the top, the edlink logo is visible. Below it, the user's name, Pamela Mertens, is shown with a profile icon and a right-pointing arrow. The main section is titled "All Approved Entities" with a subtitle "(Latest Version of Entities Only)". A dropdown menu shows "300434 - Type FH" with a double-headed arrow, and a note below it reads "\*Temporary Feature". Below this, another dropdown menu shows "Juno's Kids" with a double-headed arrow. The bottom section is a navigation menu with the following items: "My Dashboard" (with a dashboard icon), "Entity Management" (with a list icon and a dropdown arrow), "Entity Dashboard" (with a radio button), "Entity Information" (with a radio button), "Services and Hours" (with a radio button), "Ownership and Owners" (with a radio button), "Emergency Contacts" (with a radio button), "Entity Documents" (with a radio button), "Health and Safety" (with a radio button and a yellow oval highlight), "Rates And Fees" (with a radio button), "Staff Management" (with a clipboard icon and a right-pointing arrow), "Financial Management" (with a document icon and a right-pointing arrow), "Messages" (with an envelope icon and a blue badge showing "167"), "Account Settings" (with a person icon and a right-pointing arrow), and "Help" (with a question mark icon and a right-pointing arrow).

Use these links  
for health and safety  
concerns.

## Health and Safety

### Helpful links

The links below are for common, frequently-used resources.

[§1103 Critical/Reportable Incident](#)

[Supplemental Critical/Reportable Incident](#)

[Licensing Deficiency Review \(LDR\) Request](#)

[Reopening Form for Child care & IH Providers](#)

[Waiver Form](#)

[Child care Provider Complaint Form](#)

The image shows a vertical sidebar menu from the edlink mobile application. At the top is the edlink logo. Below it is the user's name, Pamela Mertens. The main section is titled "All Approved Entities" with a sub-note "(Latest Version of Entities Only)". There are two dropdown menus: the first is set to "300434 - Type FH" with a note "\*Temporary Feature" below it, and the second is set to "Juno's Kids". Below these are menu items: "My Dashboard", "Entity Management" (which is expanded to show a list of options), "Staff Management", "Financial Management", "Messages" (with a badge for 167), "Account Settings", and "Help". The "Entity Management" list includes: Entity Dashboard, Entity Information, Services and Hours, Ownership and Owners, Emergency Contacts, Entity Documents, Health and Safety, and "Rates And Fees", which is circled in yellow.

edlink

Pamela Mertens

All Approved Entities  
(Latest Version of Entities Only)

300434 - Type FH  
\*Temporary Feature

Entity  
Juno's Kids

My Dashboard

Entity Management

- Entity Dashboard
- Entity Information
- Services and Hours
- Ownership and Owners
- Emergency Contacts
- Entity Documents
- Health and Safety
- Rates And Fees**

Staff Management

Financial Management

Messages 167

Account Settings

Help



Changes can be made to your Entity by submitting a change application located in Quick Links.

## Rates and Fees

Review your Rates and Fees. Select Edit Entity to edit your Rates.

### Section 1: Rates and Fees

Please enter your Center's rates and registration fees. Provide them both as a daily rate for full time care and as an hourly rate for part time care. Rates can be changed in the future from the Entity Management section of the Entity Portal. However, changes will not take affect until the next calendar month.

#### Enter Your Daily Rates

Age 0	*Full Daily Rate	*Part Time Hourly Rate
	<input type="text"/>	<input type="text"/>
Age 1	*Full Daily Rate	*Part Time Hourly Rate
	<input type="text"/>	<input type="text"/>
Age 2	*Full Daily Rate	*Part Time Hourly Rate
	<input type="text"/>	<input type="text"/>
Age 3	*Full Daily Rate	*Part Time Hourly Rate
	<input type="text"/>	<input type="text"/>
Age 4	*Full Daily Rate	*Part Time Hourly Rate
	<input type="text"/>	<input type="text"/>
Age 5 & Over	*Full Daily Rate	*Part Time Hourly Rate
	<input type="text"/>	<input type="text"/>

\*Do you charge a registration fee?

No

### Section 2: Rates Verification

A copy of your notice to parents of rate change such as newsletter, bulletin, memo, etc.

If your rates change, then so will the verification letter provided to your parents.

**edlink**

Pamela Mertens >

**All Approved Entities**  
(Latest Version of Entities Only)

300434 - Type FH ⇅

\*Temporary Feature

**Entity**

Juno's Kids ⇅

My Dashboard

**Entity Management** ▾

- Entity Dashboard
- Entity Information
- Services and Hours
- Ownership and Owners
- Emergency Contacts
- Entity Documents
- Health and Safety
- Rates And Fees
- Staff Management** >
- Financial Management >
- Messages 167
- Account Settings >
- Help >

## Staff Management Dashboard

Welcome to your Staff Management Dashboard. Here you can review and make changes to your staff members.

### Quick Links

The links below are for common, frequently-used actions for applications, changes, or renewals for your business.

[Add New Staff Member](#) [Update Documentation](#)

### Staff Management Alerts 253

[View All Messages](#)

Show All  Notifications  Messages  View All

[Newest to Oldest](#)

-  **Notification - Request to Schedule Inspection**  
Jul 13, 2022 10:21 AM  
Action Required: Request to Schedule Inspection unread [Review](#)
-  **Message - Change of Information Approved**  
Pamela Mertens, Jul 12, 2022 11:21 AM  
Action Required: Read full message below
-  **Notification - Change of Information Approved**  
Jul 12, 2022 11:21 AM  
Action Required: Change of Information Approved unread
-  **Notification - Request to Schedule Inspection**  
Jun 28, 2022 11:45 AM  
Action Required: Request to Schedule Inspection unread [Review](#)
-  **Message - Inspection Completed**  
Pamela Mertens, Jun 20, 2022 2:40 PM  
Action Required: Read full message below

All staff members must be entered with Eligible CCCBC reports, prior to Inspection.

### Staff Members

Note: Staff Member information is not linked to CCCBC currently. Should you make changes in EdLink, you may also be required to make updates in CCCBC

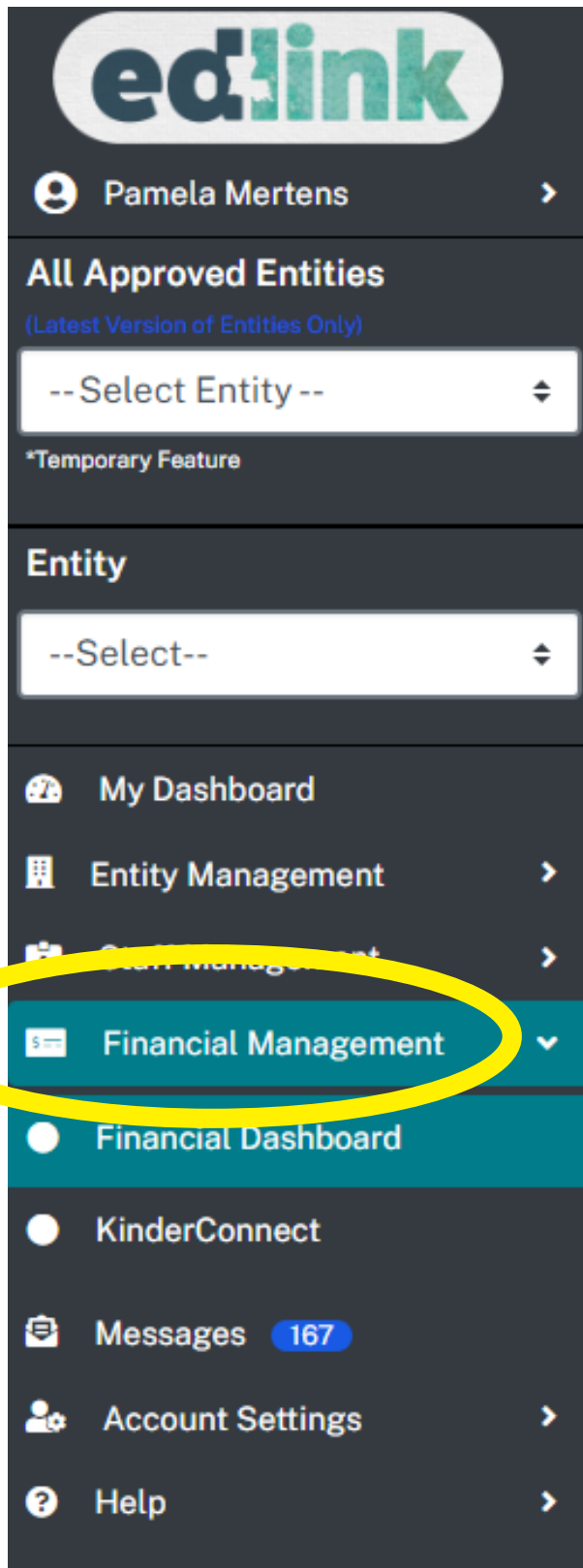
**Warning!** Any change to staff record needs the LDOE approval and will be reflected in entity record after the request has been approved. A notification will be sent once LDOE processes the request. ✕

Expand All

[Staff ID](#) [Name](#) [Position Type](#) [Email](#) [Quality Score](#) [CCCBC Status](#)

There are no records to show

[+ Add New](#)



## Banking Information

BERNESTINE THOMAS ALLEN

Receiving CCAP payments depend upon accurate banking information.

### Section 1: Current Banking Information

This is the banking information we have on records. All program payments will be made to the account that is active.

\*Account Number

#####

\*Routing Number

11110130

\*Effective Date

09/11/2017

Update Banking Information

**edlink**

Pamela Mertens >

**All Approved Entities**  
(Latest Version of Entities Only)

--Select Entity --

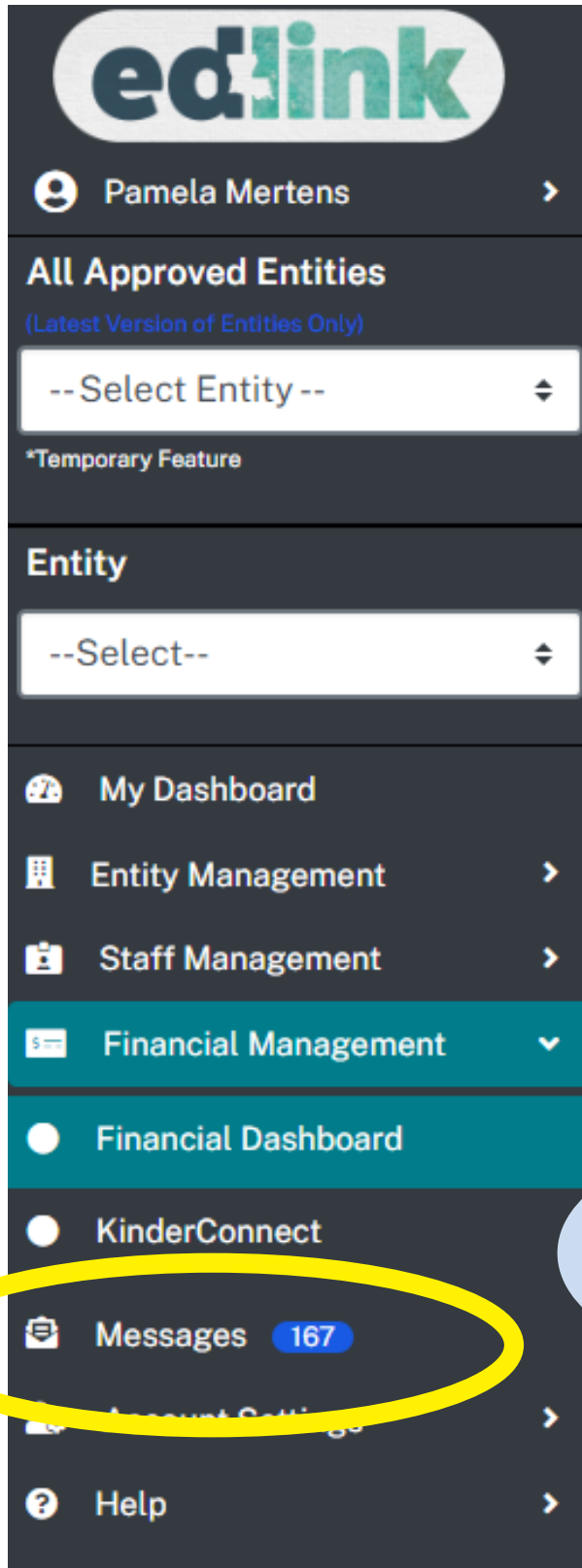
\*Temporary Feature

**Entity**

--Select--

- My Dashboard
- Entity Management >
- Staff Management >
- Financial Management v
- Financial Dashboard
- KinderConnect**
- Messages 167
- Account Settings >
- Help >

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See New User instructions for Messages, Account Settings and Help.





## Unread Messages and Notifications 8

[View All Messages](#) 


- Show All  Notifications  Messages  Appointments

◆ Newest to Oldest


 **Message - Subject Line**  
FirstName LastName, MM/DD/YYYY, HH:MM AM/PM  
Action Required: Read full message below

 **Notification - Subject Line**  
MM/DD/YYYY HH:MM  
Action Required: Review X


[Review](#) →

 **Schedule Appointment - Subject Line**  
MM/DD/YYYY HH:MM  
Action Required: Schedule appointment to X

[Schedule](#) →

 **Notification - Subject Line**  
MM/DD/YYYY HH:MM  
Action Required: Review X

[Review](#) →

 **Schedule Appointment - Subject Line**  
MM/DD/YYYY HH:MM  
Action Required: Schedule appointment to X

[Add to Calendar](#) →

↓ [Click to show 5 more](#)