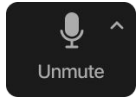
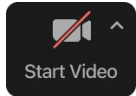


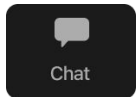
Zoom Meeting Preparation



- Please make sure your phone or computer is muted to minimize background noise.
 - To do this, hover over the bottom left-hand side of your screen and click “Mute.”



- Please make sure you have turned off your camera to save bandwidth and prevent any connectivity issues.
 - To do this, hover over the bottom left-hand side of your screen and click “Stop Video.”



- Please submit questions during the presentation in the “Chat” function located on the bottom of your screen.

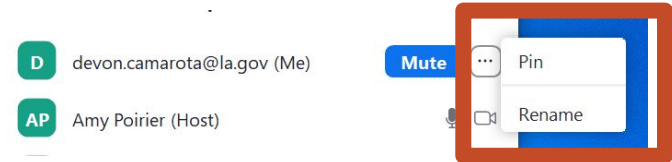
If you require an interpreter or have other accessibility needs for future LDOE meetings, please contact LDOEcommunications@la.gov.



Zoom Meeting Protocol

Participant Naming Conventions

Please change your Zoom name to reflect your actual name and Community Network you represent.



Questions

During the presentation, please add any questions to the chat. Questions will be answered at the end of the webinar. If you enter a question in the chat, please include your email.

Notice of AI Recording on Zoom

Please be advised that LDOE does not permit artificial intelligence (AI) meeting recorders to join online meetings and does not consent to having this meeting recorded or transcribed.

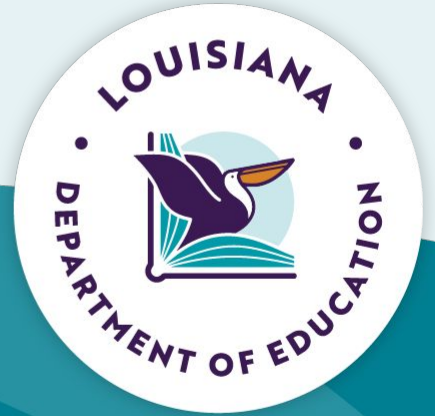


Community Network Lead Agency Office Hours



September 17, 2024

Webinar Purpose and Objectives



Webinar Purpose and Objectives

Purpose: The Community Network Lead Agency (CNLA) Office Hours webinar provides CNLA administrators with information, updates, and reminders related to current LDOE Early Childhood Care and Education initiatives and events.

Objectives: Community Network Lead Agencies will:

- Receive new information and updates
- Receive information for the Featured Topics: Child Count; Coordinated Observation Plans
- Review reminders about upcoming deadlines



Agenda

- I. Early Childhood Community Network Updates
- II. Featured Topic 1: Coordinated Observation Plan
- III. Featured Topic 2: Child Count
- IV. Early Childhood Reminders
- V. Upcoming Events and Deadlines



Early Childhood Updates



Early Childhood Teacher and Leader of the Year Award Program

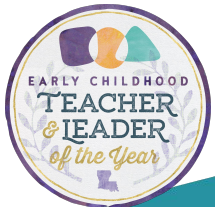
The Louisiana Department of Education, in partnership with [Dream Teachers](#), recognizes and celebrates some of the state's most exceptional educators through the Early Childhood Teacher and Leader of the Year programs:

- These programs provide an opportunity to acknowledge those teachers and leaders who are making exceptional gains with Louisiana's youngest learners.

The nomination portal for the Early Childhood Teacher and Leader of the Year Award Program for the 2026 award year opened on **September 3, 2024**, and will close on **October 10, 2024**.

- The nomination survey (will take less than 5 minutes to complete) can be accessed via the [Awards Program Resource Library](#).
- Please review the [Awards Programs](#) page for more information on this amazing award program.

Community Network Lead Agencies are recommended to submit at least one Excellent Early Childhood Teacher and Leader for nomination.



Elevate! Early Childhood

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



Featured Topic

Coordinated Observation Plan



Local Protocol Documents

- The [Fall 2024 Coordinated Observation Plan Guidance](#) provides lead agencies with observation protocols for the Fall 2024 observation cycle.
- For the most recent updates related to the Fall 2024 coordinated observation plan guidance, please visit the [CLASS® Observations page](#) on the Louisiana Believes website and continue to refresh the linked PDF document.

Coordinated Observation Plan

Please contact robert.jones4@la.gov with questions.



Observation Protocol Submissions

- In order to simplify the submission process of this year's coordinated observation plans, [the Department will utilize a Jotform](#) instead of a document submission.
- Lead agencies should specify if they plan to adhere to LDOE's observation protocol and any community network-specific procedures that will be implemented for the 2024-2025 academic year.

Coordinated Observation Plan

Please contact robert.jones4@la.gov with questions.



Observation Protocol Updates

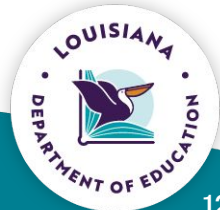
The Observation Protocol Updates is comprised of four sections:

- Before the Observation Begins
- The Day of the Observation
- Additional Requirements
- Resources

CNLAs should review observation guidance with all program partners to ensure programs are aware of the local requirements.

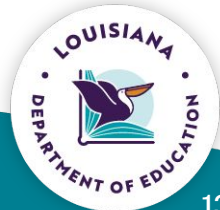
Coordinated Observation Plan

Please contact robert.jones4@la.gov with questions.



Observation Protocol Specifics

- *Bulletin 140* requires that no one with a direct financial interest in a site can conduct observations. This includes childcare center owners observing their own center.
- For mixed age classrooms, the observer should use the tool corresponding to the age of majority (as of Oct. 1, 2024) for the children present on the day of the observation.
- LDOE does not prescribe a specific policy or protocol for local appeals. Lead agencies should create a procedure that allows sites to elevate concerns in a timely manner and provides time to review concerns before observation data is finalized for the 2024-2025 academic year.

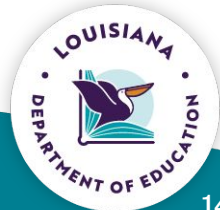


Important Dates and Deadlines

- The coordinated observation plan is due **Oct. 1, 2024**.
- All observations for Fall 2024 should be scheduled in the EC CLASS® portal by **Oct. 1, 2024**.
- If you need assistance completing your plan or need to request an extension, please email robert.jones4@la.gov.

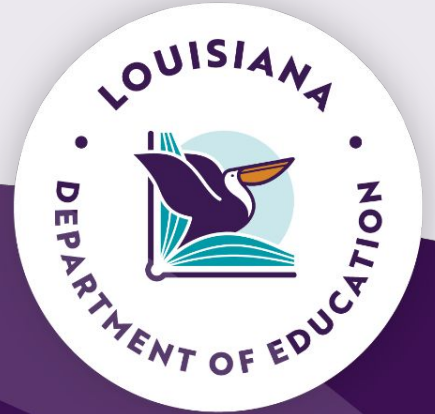
Coordinated Observation Plan

Please contact robert.jones4@la.gov with questions.



Featured Topic

October 1 Child Count



October Child Count

The Department will capture October 2024 Child Count data utilizing the Child Count Portal.

- Child count is intended to count *every* publicly-funded child birth through age four in the state.
- Child count is a snapshot of enrollment as of October 1, 2024.
- Per *Bulletin 140* and CNLA assurances, child count must be submitted by October 31, 2024.
- CNLAs are responsible for ensuring accurate counts are captured and reported at each publicly-funded early learning site within the community network for all publicly-funded children served on October 1, 2024.

October Child Count

CNLAs will work with each publicly-funded early learning site to count and report publicly-funded children enrolled on October 1, 2024.

CNLAs are encouraged to work with sites in maintaining a copy of classroom rosters per site based on publicly-funded children enrolled on October 1, 2024.

- All publicly-funded children should be included in the October 1 Child Count.
- Child Count is intended to be an *unduplicated* count of every publicly-funded child birth through age four at each publicly-funded site. Only count children under one funding source.

Age Groups

The age of the child on September 30, 2024, and not the age configuration of the classroom, determines the age group in which the child should be counted.

Age Group	Children born between....	Children who have....
Infants	October 1, 2023 – September 30, 2024	Not reached their first birthday before September 30, 2024
Ones	October 1, 2022 – September 30, 2023	Reached first birthday on or by September 30, 2024
Twos	October 1, 2021 – September 30, 2022	Reached second birthday on or by September 30, 2024
Threes	October 1, 2020 – September 30, 2021	Reached third birthday on or by September 30, 2024
Fours	October 1, 2019 – September 30, 2020	Reached their fourth birthday on or by September 30, 2024

Funding Source

CNLAs are encouraged to work directly with all providers to ensure children are captured accurately based on the child's age and funding source.

Because children's time in care may be split between program types, CNLAs should determine the primary funding source based on where the child spends the majority of the instructional day.

CNLAs are encouraged to review the [Overview of Early Childhood Funding Sources](#) as a resource.

Family Child Care & Instructional Day

Family Child Care (FCC) should only be included in child count if the provider is participating in accountability and maintains a certificate of Academic Approval.

Full-time children enrolled, and receiving at least 6 consecutive hours of instruction per day and/or 20 hours of instruction per week should be included in child count.

Part-time children enrolled and receiving less than 6 consecutive hours of instruction per day and/or 20 hours of instruction per week are should not be included in child count.

Special Education

Children enrolled in full day publicly-funded (center-, school-, or site-based program) with an IEP or IFSP should be counted under the appropriate category.

SPED Category Within Appropriate Fund Source

- Children receiving funding primarily from a fund source other than IDEA (e.g., Title I, LA 4, CCAP, etc.), should be counted within the SPED category of the appropriate fund source.

“IDEA ONLY” Category

- The “IDEA ONLY” category should include IDEA-funded children receiving special education services that cannot be counted in any other category.
- Only count children whose primary fund source is IDEA for full-time care.
- Do not count children who are part-time or private pay and receive special education services.
- Do not count children receiving special education services in the home (including Early Steps home-based children).

Demographic & Background Information

Demographic and background information are included in the October 2024 Child Count. Providers should do their best to identify background demographic and needs at the time of each child's enrollment.

Demographics by Race

- All children must be counted under one racial demographic category.
- If a family selects more than one race for the child, the child should be counted under the category “two or more races.”
- If the racial information was not provided and this information can not be confirmed, the child should be counted under the category “Other or Unknown.”

Demographic & Background Information

Ethnicity

- Ethnic demographic information mirrors the ethnic demographic information collected in K-12.
- A child is either Hispanic/Latino or Not Hispanic/Latino.

Background Information

- Children may be counted under as many background demographic categories as applicable:
 - **Homelessness:** Please refer to [Homeless Children in Child Care](#) for additional information;
 - **Dual Language:** A Dual Language Learner is a child with at least one guardian who speaks a language other than English in the home. This can be determined by asking families for details about languages spoken at home.
 - **Foster Care:** Children in Foster Care should be counted under the appropriate category.

Data Collection

October Child Count will be collected via the [Child Count Portal](#).

Access to the [Child Count Portal](#) will be provided on October 1, 2024 to the primary network administrator(s) identified via the [CNLA October Child Count Access Form](#).

- Updates to primary network administrator(s) are due today, September 17, 2024.
- Network administrator(s) will be responsible for collecting, entering, and submitting data to the LDOE no later than October 31, 2024 via the [Child Count Portal](#) by October 31, 2024 at 11:59pm.
- Assurance agreements must be signed prior to data entry. It is recommended CNLAs access and sign Assurance agreements no later than Friday, October 4 to prevent submission delays.

Data Collection

For the 2024-2025 academic year, CNLAs will have the option to involve sites in entering site-level child count data into the [Child Count Portal](#).

CNLAs interested in this option may assign one person per site to enter data for individual sites in the [Child Count Portal](#).

- CNLAs opting to provide site-level access will receive the data immediately and have the option to adjust and correct numbers, or request the site to resubmit the data entered.
- CNLAs are encouraged to work with sites in maintaining a copy of classroom rosters per site based on publicly-funded children enrolled on October 1, 2024.

Data Collection

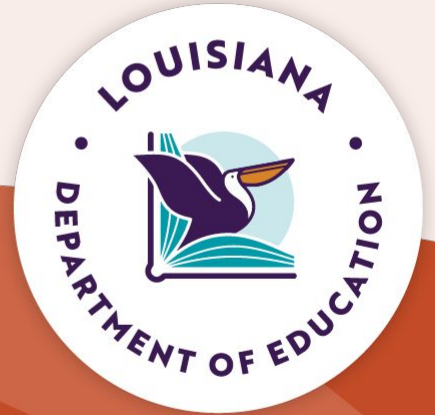
October Child Count data must be submitted via the [Child Count Portal](#) by October 31, 2024 at 11:59pm.

CNLAs may submit data to the LDOE via the [Child Count Portal](#) once counts for all publicly-funded children served at each publicly-funded site as of October 1 are verified.

- The Child Count Portal will replace the Excel-based data collection method utilized by networks when submitting February Child Count data to the LDOE.
- Once data entry begins, counts by funding sources will be compared to counts entered by demographic and background totals to ensure subsets don't exceed the total students.
- If totals do not match, submissions will be highlighted in yellow indicating the number reported failed the data checks and must be revised.
- The software will not accept partial data submissions.

Child Count Portal

Per Bulletin 140, Community Network Lead Agencies and publicly-funded early learning sites are required to count all publicly-funded children served at each publicly-funded site as of October 1 and submit to the LDOE by October 31.



Accessing the Child Count Portal - Network-level User

Log into the software site www.ladatareview.net/childcount using your assigned username and password.

Network users will be prompted to complete the Assurance Agreement prior viewing the dashboard.

Refer to the [Child Count User Guide for Network-level Users](#) for additional guidance.

Sample Network | Home | My Announcements | My Profile | Log Out

CHILD COUNT PORTAL

Community Network: Documentation

2023-24 | Louisiana | 999 - SAMPLE NETWORK

October Child Count Dashboard

999 - SAMPLE NETWORK

Community Network-level October Child Count Dashboard

Submit October 1 Child Count Numbers to the State

Submit The Child Count numbers for this Network are not ready to be submitted. There are currently 3 sites that have not been properly reviewed.

Dashboard | Expanded View

Export to Excel

Community Network / Site	Status	October Child Count Totals	All Background Status and Ethnicity Subjects Pass Validity Checks
999 - SAMPLE NETWORK			
999001 - Sample Elementary School 1			
999002 - Sample Elementary School 2			
999003 - Sample Head Start Learning Center A			

Key

- This number passed the data checks
- This number failed the data checks and needs to be reviewed
- The funding source is not eligible for this age level
- Assigned to Site - awaiting response/submition
- Ready for Submission
- Submitted

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Network-level User - Dashboard

The software will display the dashboard for the network, providing a listing of the sites within the network along with the real-time data entry results and submission status.

Refer to the [Child Count User Guide for Network-level Users](#) for additional guidance.

The screenshot shows the 'CHILD COUNT PORTAL' interface. At the top, there are navigation links: 'Sample Network | Home | My Announcements | My Profile | Log Out'. Below the header, the page is titled '999 - SAMPLE NETWORK' and 'Community Network-level October Child Count Dashboard'. A 'Submit October 1 Child Count Numbers to the State' button is present, with a message: 'The Child Count numbers for this Network are not ready to be submitted. There are currently 3 sites that have not been properly reviewed.' There are also links for 'Dashboard | Expanded View' and 'Export to Excel'. A table displays the following data:

Community Network / Site	Status	October Child Count Totals		All Background Status and Ethnicity Subsets Pass Validity Checks
		by Public Funding Source	by Demographic Race	
999 - SAMPLE NETWORK		85	85	Yes
999001 - Sample Elementary School 1		85	85	Yes
999002 - Sample Elementary School 2		0	0	
999AA1 - Sample Head Start Learning Center A		0	0	

A 'Key' section at the bottom explains the status indicators:

- Green square: This number passed the data checks
- Yellow square: This number failed the data checks and needs to be reviewed
- Grey square: The funding source is not eligible for this age level
- Red circle with exclamation mark: Requires Correction
- Blue circle with checkmark: Assigned to Site - awaiting response/submission
- Green checkmark: Ready for Submission
- Blue checkmark: Submitted

At the bottom of the page, it says: 'Educational Data Collection, Review and Certification Software v3.1 - © 2014-2023 MMCS Consulting, LLC and its Licensors - All Rights Reserved'.

Network-level Access

Network user have the option enter data for all sites, specific sites or assign data entry to individual sites.

Utilizing the “Site-level Users” menu item, the network can maintain a listing of site-level users to perform data entry with the action icons shown below.

Refer to the [Child Count User Guide for Network-level Users](#) for additional guidance.

Sample Network | Home | My Announcements | My Profile | Log Out

CHILD COUNT PORTAL

Community Network: Documentation

2023-24 / Louisiana / 999 - SAMPLE NETWORK

October Child Count Dashboard

999 - SAMPLE NETWORK

Community Network-level October Child Count Dashboard

Submit October 1 Child Count Numbers to the State

Submit The Child Count numbers for this Network are not ready to be submitted. There are currently 3 sites that have not been properly reviewed.

Dashboard | Expanded View

Export to Excel

Community Network / Site	Status	October Child Count Totals		All Background Status and Ethnicity Subsets Pass Validity Checks
		by Public Funding Source	by Demographic Race	
999 - SAMPLE NETWORK		83	83	Yes
999001 - Sample Elementary School 1		0	0	Yes
999002 - Sample Elementary School 2		0	0	
999AA1 - Sample Head Start Learning Center A		0	0	

Key

- This number passed the data checks
- This number failed the data checks and needs to be reviewed
- The funding source is not eligible for this age level
- Requires Correction
- Assigned to Site - awaiting response/submission
- Ready for Submission
- Submitted

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Site-level User - Dashboard

Site-level user will log into the data entry portal using the provided link along with the username (user's email address) and system-generated password.

The data entry portal will display the dashboard for the site, providing a listing of the early childhood ages from infants through 4-year-olds.

Refer to the [Child Count User Guide for Site-level Users](#) for additional guidance.

Sample Network | Home | My Announcements | My Profile | Log Out

CHILD COUNT PORTAL

Community Network Documentation

2023-24 / Louisiana / 999 - SAMPLE NETWORK

October Child Count Dashboard

999 - SAMPLE NETWORK

Site-level October Child Count Dashboard

Click on the the age level row to view/edit details. Dashboard | Expanded View

Export to Excel

Community Network / Site / Age level	Status	October Child Count Totals		All Background Status and Ethnicity Subsets Pass Validity Checks
		by Public Funding Source	by Demographic Race	
999 - SAMPLE NETWORK		0	0	Yes
999002 - Sample Elementary School 2		0	0	
Infants		0	0	
One-Year-Olds		0	0	
Two-Year-Olds		0	0	
Three-Year-Olds		0	0	
Four-Year-Olds		0	0	

Key

- This number passed the data checks
- This number failed the data checks and needs to be reviewed
- The funding source is not eligible for this age level
- ! Requires Correction
- ! Assigned to Site - awaiting response/submission
- ✓ Ready for Submission
- ➡ Submitted

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Network or Site-level Data Entry

Clicking on each row (age-level) will open a window to allow the user to enter the October 1 child counts for each appropriate funding source, demographics by race and counts by ethnicity and background.

Once the required counts have been entered, the user will save the results.

Refer to the [Child Count User Guide for Network-level Users](#) or [Child Count User Guide for Site-level Users](#) for additional guidance.

999002 - Sample Elementary School 2 - One-Year-Olds

October Child Count

Site & Age level

Community Network: SAMPLE NETWORK Age level: One-Year-Olds

Site: 999002 - Sample Elementary School 2

Child Counts by Funding Source

	General	SPED	Total
CCAP:	0	0	0
CCAP B-3:	0	0	0
ECE-Local:	0	0	0
ECE-State:	0	0	0
EHS:	0	0	0
Local:	0	0	0
PDG B-3:	0	0	0
Private:	0	0	0
Private Pay:	0	0	0
RST:	0	0	0
Title I:	0	0	0
TOTAL:	0	0	0

Demographics by Race - only count students once

American Indian or Alaska Native:	0
Asian:	0
Black or African American:	0
Native Hawaiian or Pacific Islander:	0
White:	0
Two Or More:	0
Other or Unknown:	0
TOTAL:	0

Ethnicity Subsets

Hispanic/Latino:	0
------------------	---

Background Status Subsets

Homeless:	0
Foster:	0
Dual Language Learner:	0

Save Close

Network or Site-level Data Entry

The software will ensure that there are no mismatched totals. If the total count by funding source does not equal the demographic total by race, or the numbers in various background status subsets are greater than total counts by either funding source or demographics, the system will display appropriate error messages for the user and the relevant fields will be highlighted.

Refer to the [Child Count User Guide for Network-level Users](#) or [Child Count User Guide for Site-level Users](#) for additional guidance.

Site & Age level

Community Network: SAMPLE NETWORK Age level: Infants
Site: 999001 - Sample Elementary School 1

Child Counts by Funding Source

	General	SPED	Total
CCAP:	25	5	30
CCAP B-3:	5	0	5
ECE-Local:	10	0	10
ECE-State:	5	0	5
EHS:	3	0	3
Local:	0	0	0
PDG B-3:	5	0	5
Private:	0	3	3
Private Pay:	8	0	8
RST:	0	0	0
Title I:	16	0	16
TOTAL:	77	8	85

Demographics by Race - only count students once

American Indian or Alaska Native:	3
Asian:	4
Black or African American:	15
Native Hawaiian or Pacific Islander:	0
White:	20
Two Or More:	0
Other or Unknown:	0
TOTAL:	42 <i>Must Match Total by Funding Source</i>

Ethnicity Subsets

Hispanic/Latino:	0
------------------	---

Background Status Subsets

Homeless:	6
Foster:	2
Dual Language Learner:	5

Save Close

Network or Site-level Data Entry

Once all sites have submitted their data and/or data entry have been completed by the network, the will be displayed for all sites and the “Submit” button will be enabled.

This will allow the network to submit the October 1 child counts for all its sites to the LDOE.

Refer to the [Child Count User Guide for Network-level Users](#) or [Child Count User Guide for Site-level Users](#) for additional guidance.

Site & Age level

Community Network: SAMPLE NETWORK Age level: Infants

Site: 999001 - Sample Elementary School 1

Child Counts by Funding Source			Demographics by Race - only count students once	
	General	SPED	Total	
CCAP:	25	5	30	American Indian or Alaska Native: 3
CCAP B-3:	5	0	5	Asian: 9
ECE-Local:	10	0	10	Black or African American: 25
ECE-State:	5	0	5	Native Hawaiian or Pacific Islander: 0
EHS:	3	0	3	White: 35
Local:	0	0	0	Two or More: 8
FDG B-3:	5	0	5	Hispanic/Latino: 5
Private:	0	0	0	Homeless: 6
Private Pay:	8	0	8	Foster: 2
RSTI:	0	0	0	Dual Language Learner: 5
Title I:	16	0	16	
TOTAL:	77	8	85	

Background Status Subsets

Save Close

Save Successfully. OK

Reminders

September 17: Primary Network Administrator(s) [identified](#)

October 1: Child Count Portal Opens

October 1: Snapshot Day

October 31: Portal Closes at 11:59 p.m.

- October 1 Child Count is a snapshot of enrollment counts on October 1, 2024.
- Child age is based on the age of the child on September 30, 2024.
- Only count children under one funding source.
- Demographic and background counts should align with counts entered for funding sources.



Please contact alicia.franklin@la.gov with questions.



Early Childhood Reminders



Community Network Lead Agency Office Hours Schedule Update

The LDOE has transitioned to a monthly cadence of office hours. CNLA Office Hours will now be held on the second Tuesday of each month. The meetings will remain 30 minutes.

Office hours dates for the remainder of 2024 are:

- October 8
- November 12
- December 10

Early Childhood Updates

Please contact EarlyChildhood@la.gov with questions.



Fall 2024 Observation Period

The [Early Childhood CLASS® Portal](#) is open for the 2024-2025 academic year. All classrooms and sites are available for observation scheduling. As a reminder, Bulletin 140 requires that all observations are scheduled in the EC CLASS® Portal by October 1, 2024.

Sites Codes, EC Portal Access	Bulletin 140 Requirements, CLASS®, Scheduling
Please contact Alicia Franklin at alicia.franklin@la.gov	Please contact Robert Jones at robert.jones4@la.gov

Early Childhood Education Fund Application

The [Early Childhood Education Fund Application](#) is available in the Lead Agency Library.

The Early Childhood Education Fund is an opportunity for local entities to raise qualifying local dollars to be potentially matched by the State up to dollar for dollar to expand access for children ages birth to three years old.

All Community Network Lead Agencies must submit the application, whether requesting funds or not.

Please submit completed applications to earlychildhood@la.gov.

Early Childhood Reminders

Please contact EarlyChildhood@la.gov with questions.



Upcoming Events and Deadlines



Monthly Office Hours for New Directors

CNLAs are asked to share this information with 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 "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. In addition, participants will be provided guidance for implementing developmental screenings, coordinating identification, and communication with families.

Attendees can access the webinar using the information below:

Webinar Date/Time: September 27, 2024 at 12:00 p.m.
Webinar Link: <https://ldoe.zoom.us/j/92298578944>
Phone Number: 1-346-248-7799
Meeting ID: 922 9857 8944

Upcoming Events

Please contact earlychildhood@la.gov with questions.



Monthly Provider Update Webinar

CNLAs are encouraged to attend the monthly webinars for early childhood providers. These webinars will include important updates and reminders for all provider types.

Attendees can access the next provider webinar using the information below:

Webinar Date/Time: Thursday, 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
Password: 641464

Upcoming Events

Please contact earlychildhood@la.gov with questions.



2024 Early Childhood Conference - Lodging

The 2024 Early Childhood Conference registration has closed. For individuals who will attend the conference and require [lodging](#), the information for booking is below. Hotels have blocked rooms for each event until sellout.

2024 Early Childhood Conference - Baton Rouge

Date: October 5, 2024

Location: Crowne Plaza, Baton Rouge, LA

- Crowne Plaza Baton Rouge [Booking Link](#)



Early Childhood Conference 2024

Please contact events@emergentmethod.com with questions.



Events and Deadlines



September 17: Complete [CNLA October Child Count Access](#) Form

September 27: [Monthly New Director Office Hours](#)

September 30: Coordinated Observation Plan Due

October 1: All Fall CLASS® Observations must be scheduled in the [EC CLASS® Portal](#)

October 1: Child Count Snapshot Date and the Child Count Portal Opens

October 3: [Monthly Provider Webinar](#)

October 5: 2024 Early Childhood Conference (ECC) - Baton Rouge, Crowne Plaza

October 10: LA4/NSECD/CCAP B-3 Seats attendance due

October 31: Fall TS Gold® Checkpoint

October 31: Child Count Portal closes

Please contact earlychildhood@la.gov with questions.



Questions





Thank You!

The Early Childhood Strategy Leadership Team

Brittney Cochran
Director of Early Childhood
Academics
Brittney.Cochran@la.gov

Sonia Fields-Gutierrez
Director of Accountability and
Workforce Supports
Sonia.Fields-Gutierrez@la.gov

Janet Grigg
Director of Community Level
Strategy
Janet.Grigg@la.gov

Amy Hook-Poirier
Executive Director of
Early Childhood Strategy
Amy.Poirier@la.gov

