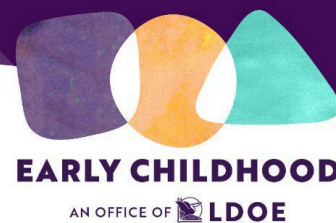




Early Childhood Newsletter



May 9, 2024

Active Supervision Best Practices

Active supervision fosters a safe environment and reduces injuries in young children. It demands continuous concentrated attention and careful observation.

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

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



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

Upcoming Deadlines

- May 15: Deadline to enter all spring CLASS® observations in the [EC CLASS® Portal](#)
- May 15: Deadline to complete [LDOE Early Childhood Lead Teacher Survey](#)
- May 31: Teaching Strategies GOLD® Spring Checkpoint Due
- May 31: CCDF 2025-2027 State Plan Draft Feedback Survey Closes

Upcoming Events

- May 9-30: [EdLink trainings](#) on Tuesdays, Wednesdays, and Thursdays
- May 17: Early Childhood Care and Education Commission Task Force Meeting
- May 21: Early Childhood Community Network Lead Agency Office Hours Webinar
- May 24: New Director Office Hours Webinar
- May 28-30: Teacher Leader Summit - New Orleans Convention Center

- May 31: CCDF 2025-2027 State Plan Public Hearing
- June 10: Early Childhood Care and Education Commission Meeting
- July 11: Early Childhood Provider Update Webinar
- September 7: Early Childhood Conference (ECC) 2024 - Shreveport, Shreveport Convention Center
- October 5: Early Childhood Conference (ECC) 2024 - Baton Rouge, Crowne Plaza

More Important Dates

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

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UPCOMING EVENTS

NEW: CCDF 2025-2025 State Plan

This summer the LDOE will be submitting its proposed “CCDF 2025-2027 State Plan” to the Administration for Children and Families–Office of Child Care for review and approval. The Child Care and Development Fund (CCDF) is the primary federal funding source devoted both to supporting families with low incomes afford child care and to increasing the quality of child care for all children. Louisiana’s proposed CCDF Plan serves as the State’s application for a three-year cycle of CCDF funds (from 10/01/2024 to 9/30/2027) and is the primary mechanism that the Office of Child Care uses to determine the State’s compliance with the requirements of CCDF regulations.

The LDOE has released a [JotForm survey](#), via which stakeholders may submit feedback on the “[CCDF 2025-2027 State Plan Draft](#)” through May 31. The LDOE will also be holding a [Public Hearing](#) on May 31 to provide stakeholders the opportunity to provide any additional public feedback.

Please contact Karen.Powell@la.gov with any questions.

NEW: Office Hours for New Directors

The LDOE team holds webinars focusing on early childhood quality or operations while also helping expand Early Childhood directors’ network of peers. Office hours are targeted towards new directors.

This month’s topic is “Understanding School Readiness Tax Credits.” Participants will gain an understanding of the School Readiness Tax Credits (SRTC) and will learn how the SRTC helps to improve the quality of child care and increase access for at-risk children.

Webinar Date/Time: May 24 at 12 p.m.
Webinar Link: <https://ldoe.zoom.us/j/92298578944>
Webinar Phone Number: 1 346 248 7799
Meeting ID: 922 9857 8944

Please contact tella.henderson@la.gov with questions.

NEW: Early Childhood Provider Update Webinar

The LDOE hosts monthly webinars for early childhood providers. These webinars include important reminders and updates for all provider types. The next monthly Provider Update Webinar will be held July 11, 2024.

Providers can access the upcoming July Provider Update Webinar using the information below:

Webinar Date/Time: July 11 at 1 p.m.
Webinar Link: <https://ldoe.zoom.us/j/93597745872>
Phone Number: 1 312 626 6799
Meeting ID: 935 9774 5872
Passcode: 641464

The May 2 presentation slides are available in the [Quality Providers Library](#) on the [Louisiana Believes](#) website. Please note that there will be no June webinar.

NEW: Upcoming Early Childhood Care and Education Commission and Task Force Meetings

An Early Childhood Care and Education Commission Task Force meeting will take place on May 17 at 9:00 a.m. The meeting will be held in the Napoleon Bonaparte Room ([livestream](#)) in the Claiborne Building, located at 1201 N. Third Street in Baton Rouge.

An Early Childhood Care and Education Commission meeting will take place on June 10, 2024, at 1:00 p.m. The meeting will be held in the Thomas Jefferson Room ([livestream](#)) in the Claiborne Building, located at 1201 N. Third Street in Baton Rouge.

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

REMINDER: Early Childhood Conference (ECC) 2024

The Early Childhood Conference is moving to Fall 2024! New this year, the 2024 Early Childhood Conference will be held at two locations, to make it easier for providers from across the state to be able to attend:

- September 7: Shreveport Convention Center, 400 Caddo St, Shreveport, LA 71101
- October 5: Crowne Plaza, 4728 Constitution Ave, Baton Rouge, LA 70808

At each site, ECC 2024 is expected to be held on one day only, a Saturday, to provide more opportunity for educators and providers to attend.

Please contact events@emergentmethod.com with questions.

UPDATES FOR TEACHING AND LEARNING

NEW: 2023-2024 Early Childhood Lead Teacher Survey

The LDOE is conducting the annual statewide [Early Childhood Lead Teacher Survey](#). This survey was emailed on Tuesday, April 23, to all early childhood lead teachers in publicly-funded sites through the email address in their Teaching Strategies GOLD® accounts. The LDOE is asking that all early childhood Lead Teachers in publicly-funded sites complete this brief online survey that measures levels of teacher satisfaction with the training or support available to them. The results from this survey will be aggregated at the Community Network Lead Agency level and shared as an informational metric on the Community Network Lead Agency Performance Profile. Note that individual results of

the survey are confidential and will never be shared with programs or Lead Agencies. Teachers are asked to complete the [Early Childhood Lead Teacher Survey](#) by May 15, 2024.

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

NEW: 2024-2025 Type III and Family Child Care Program Partner Assurances for Academic Approval

2023-2024 Academic Approval certificates will expire on June 30, 2024. Type III centers and Family Child Care sites with Academic Approval must renew their Academic Approval by submitting the 2024-2025 Program Partner Assurances to the Department by Friday, May 31, 2024. Signed Program Partner Assurances may only be submitted using the 2024-2025 Program Partner Assurance online form that will be sent to all providers via email; no paper forms are accepted.

2024-2025 Academic Approval certificates will be automatically generated following the successful submission of the Assurances and will be emailed to the email address provided in the online form. Providers should retain these copies for their records as well as post their 2024-2025 Academic Approval certificates at their sites starting July 1, 2024.

Please contact kishia.grayson@la.gov with questions regarding Academic Approval.

If you are a Family Child Care provider and would like to learn more about the benefits and requirements of Academic Approval, please contact felicia.jackson3@la.gov.

UPDATES FOR FUNDING AND ENROLLMENT

NEW: Child Care Assistance Program (CCAP) Applications Through Cafe Customer Portal

In an effort to ensure timely processing and decrease the need for additional requests of verification, we ask that providers encourage families to complete their Child Care Assistance application and requests for changes through the [Cafe Customer Portal](#).

Applying online is the most efficient way to submit a complete application and verification.

- Families can use their portal to check the status of their application.
- Families must use a desktop computer to properly upload needed verification and submit the application.
- The [Application Guidebook](#) can assist families with identifying needed verification prior to applying.

Contact the Provider Help Desk at 225-250-7635 or 225-614-5917 with questions

NEW: Child Care Assistance Program (CCAP) Summer Care

Summer is quickly approaching! If there are any part-time children at your site that will need full-time care during the summer, please have their parent/guardian complete a [Report of Change Form](#) (CCAP-10), indicating the summer care timeframe on the form, and submit the form back to the Department as soon as possible for updates.

Change Reports can be completed through the Cafe Customer Portal or printed and submitted to LDECCAP@la.gov or faxed to 225-376-6060.

Children that are no longer enrolled or attending the site should be reported to the Provider Help Desk via the [Provider Ticket System](#). Please select “**No Longer Attending**,” as the help topic.

Contact the Provider Help Desk at 225-250-7635 or 225-614-5917 with questions.

REMINDER: Child Care Assistance Program (CCAP) Submitting Attendance

As the LDOE begins transitioning to a new payment and processing system, we acknowledge that there have been some technical issues related to KinderConnect. KinderConnect has provided a fix to the overlapping problem when submitting attendance. To allow for additional training webinars and for any remaining technical issues to be resolved, we have extended the deadline to begin weekly attendance submission for all CCAP-enrolled children to begin May 6, and be submitted at the **close of business on Friday, May 10**.

Instructions for Weekly Attendance Upload:

- The following instructions detail how a site is to upload attendance: [KinderConnect-Submit Attendance QRC](#)
- In addition to the written instructions, we have also provided a recorded video (less than 3 minutes) for review: [KinderConnect Attendance Video Instructions](#)

Tips for Submitting:

- Please note there are still instances in which incomplete attendance cannot be submitted. Clicking on the correct link will bring the provider to the attendance cell(s) with incomplete attendance. Providers will need to work with sponsors to correct attendance. Please know best practice is to regularly review attendance for corrections to be made (and that corrections must be done within 6 calendar days).
- For any specific issues with using the Kinder Connect software, contact the Kinder Systems Support Center, which is open from 7:00 a.m. to 9:00 p.m., Monday through Friday.
 - Phone: 888-829-9258
 - E-mail: SupportLA@kindersystems.com

Please contact the LDOE Provider Help Desk at 225-250-7635 or 225-614-5917 or email CCAPPHD@la.gov with any questions.

UPDATES FOR LICENSED CENTERS

NEW: Validity of License

All early learning care and education provided at a physical address must be included under one license. If an early learning center operates summer and/or holiday camps at the location, such care shall be included under a single license for the location address. Likewise, a Mother's Day Out program located at the same physical address as a licensed early learning center must be included under one license.

Early Learning Centers at the same physical address as a Head Start located on LEA property are not required to be under one license.

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

NEW: Playground Supervision

The LDOE continues to receive critical incident reports of children being left alone and unsupervised for large amounts of time. The following methods of supervision of children from Caring For Our Children can benefit staff members when outdoors.

Active and positive supervision on the playground involves the following:

- Knowing each child's abilities
- Establishing clear and simple safety rules

- Being aware of and scanning for potential safety hazards
- Placing yourself in a strategic position so you are able to adapt to the needs of the child
- Scanning play activities and circulating around the area
- Focusing on the positive rather than the negative to teach a child what is safe for the child and other children
- Teaching children the developmentally appropriate and safe use of each piece of equipment (e.g., using a slide correctly—feet first only—and teaching why climbing up a slide can cause injury, possibly a head injury)
- Regular counting of children

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

REMINDER: Required Staff

Current monitoring inspections are showing licensed centers do not have qualified directors or qualified director designees as required in Bulletin 137. As a reminder, each licensed center must have a qualified director or qualified director designee at all times at the center. The director or designee is responsible for planning, managing, and controlling the center's daily activities, as well as responding to parental concerns and ensuring that minimum licensing requirements are met. When the director is not an on-site full-time employee at the licensed location, there shall be a qualified director designee who is an on-site full-time employee at the licensed location.

The director or designee must be:

- at least 21 years of age
- qualified and approved by the LDOE
- on-site and full-time (at least 32 hours Monday - Friday) staff person at the center during the daytime hours of operation (prior to 9 p.m.)

Notification must be made to a licensing consultant within 5 business days of the director's, or the director's designee, last day working at the center.

Centers found to be out of compliance with this requirement may face adverse action including but not limited to the suspension of license.

Qualifications for a director or director designee can be found in Section 1709 of [Bulletin 137](#).

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

NEW: Be Prepared: Know What To Do If a Hurricane or Other Disaster Occurs!

In the event of a potential disaster, take the following steps to prepare:

- Stay up-to-date with the status of any storm or other potential natural disaster and its impact on your area.
- Ensure that the LDOE has your current cell phone number and email address.
- Review and update evacuation and safety plans.
- Practice evacuation and reunification plans.
- Let families know how you will communicate if you are unable to reopen following a disaster.
- Review the Frequently Asked Questions below and be ready if a disaster declaration is made for your parish:
 - Child Care Assistance Program (CCAP) – Before, During, and After a Disaster
 - Reinstatement of a Child Care Center License Following a Disaster
- Pay close attention to the messages from your local officials.
- Obtain your parish's Emergency Preparedness Contact phone number.
- Review the useful links below:
 - <http://www.getagameplan.org/>

- <http://www.emergency.louisiana.gov/>
- Be Safe.

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

UPDATES FOR FAMILY CHILD CARE AND IN-HOME PROVIDERS

REMINDER: Inspections

Providers must be open and available at all times during the hours of operation submitted to the Department.

Providers must allow inspection of the residence where care is being provided by Department staff, other authorized inspection personnel, and parents of children in care, during normal working hours or when children are in care.

Please contact providercertification@la.gov with questions.

REMINDER: Children's Daily Attendance

Providers must ensure a daily attendance record for children is maintained that includes the following:

- the child's first and last name and arrival and departure times
- first and last name of person or entity to whom the child is released
- accurate reflection of children in care at any given time

The daily attendance record must also be used to sign in and out if a child leaves and returns to the home during the day.

Please contact providercertification@la.gov with questions.

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

REMINDER: Child Care Criminal Background Check (CCCBC)

As the summer months are approaching, many providers hire student workers to assist at a location. **Child Care Criminal Background Checks are required for child care staff under 18 years old.** [Consent and disclosure forms](#) are required and must include a parent's signature. Government-issued identification is required for application processing. While completing applications, be sure the correct position is selected to prevent delays in processing. All documents and information should be reviewed prior to completing the application. Any error or missing information will cause delays in processing.

Providers adding a new hire with an existing CCCBC to their roster should follow the detailed instructions listed in the [CCCBC User Manual](#). Providers must upload a signed [consent to add form](#). Providers adding an application in Corrections Requested or Provisional status should email LDECCCBCprocessing@la.gov for required information needed. Applicants with existing CCCBCs that have not been associated with any early learning center within 180 days are required to complete a new CCCBC application. Providers can initiate a new CCCBC application by selecting the box 'applicant has no SSN issued' and entering the applicant's driver's license number. If an error message stating "email address already in use" appears, a new email address is required.

Please contact LDECCCBCprocessing@la.gov with questions.

NEW: Expiration of No Charge Authorization Codes

No Charge Authorization Codes (NCACs) will soon begin expiring. Providers are required to complete a [NCAC Reorder Form](#) for additional codes. Providers may begin requesting additional codes from fingerprint vendor, IDEMIA. Be mindful, reorder processing time may take up to seven business days. NCAC Reorder Forms should be emailed to LAUEPAccounts@US.IDEMIA.com. For IDEMIA finance and NCAC questions: contact 877-512-6962 and for UEID and scheduling assistance contact 844-539-5543.

Only electronic digital fingerprinting submissions are accepted, unless otherwise stated by the LDOE. If an applicant has a condition that may cause fingerprinting issues, please inform the CCCBC Section prior to the appointment by emailing LDECCBCprocessing@la.gov.

Please contact LDECCBCprocessing@la.gov with questions.

CONTACT US



- For questions regarding licensing or child health and safety, please contact LDElicensing@la.gov.
- For all questions regarding child care criminal background check processing, please contact LDEcccbcprocessing@la.gov.
- For all other questions regarding early childhood, please contact earlychildhood@la.gov.
- Subscribe to our monthly newsletter by completing this [form](#).