



# LOUISIANA DEPARTMENT OF EDUCATION

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**2015-2016 ACADEMIC APPROVAL FOR YOUR CENTER EXPIRES JUNE 30, 2016**

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Academic Approval for your center expires on June 30, 2016 and must be renewed prior to that date. To renew Academic Approval for your center, you must submit the 2016-2017 Program Partner Assurances that are attached to this message to the Department of Education no later than Monday, **June 20, 2016**.

Signed Program Partner Assurances may be submitted in any of the following ways:

1. **Use the directions below to sign and submit the assurances electronically (THIS IS THE PREFERRED METHOD); OR**
2. Print, sign, scan and return by email to [ECAssurances@la.gov](mailto:ECAssurances@la.gov) with your center's name in the subject line; OR
3. Print, sign and fax to (225) 342-4180, Attention: Academic Approval; OR
4. Print, sign and mail to:  
Louisiana Department of Education  
Attention: Provider Certification  
P.O. Box 2510  
Baton Rouge, LA 70821

## DIRECTIONS FOR SUBMITTING ELECTRONICALLY (See option #1 above)

If you choose to sign your assurances electronically, follow these instructions carefully so that your assurances will be submitted correctly:

1. When you click the signature area located at the bottom of the form, you will be prompted to create an electronic signature. Follow the directions to create and have your electronic signature inserted into the form. If you already have an electronic signature it will appear automatically.
2. Once you have created your signature and electronically signed the form, you will be prompted to save it.
3. After you have saved the form, you will enter the date, your title, the name of your center or school, your email address, and phone number directly onto the form.
4. Click the green button at the bottom of the form to submit your assurances.
5. Follow any additional instructions that appear on your screen until your email has been sent

If you have any questions regarding the submission of these assurances, please email [ECAssurances@la.gov](mailto:ECAssurances@la.gov) or call Provider Certification at (225) 342-0694.

*Louisiana Believes.*

## PROGRAM PARTNER ASSURANCES FOR ACADEMIC APPROVAL FOR 2016-2017

Check all that apply:

- |                                                     |                                           |                                          |
|-----------------------------------------------------|-------------------------------------------|------------------------------------------|
| <input type="checkbox"/> Type III Child Care Center | <input type="checkbox"/> Early Head Start | <input type="checkbox"/> NSECD           |
| <input type="checkbox"/> Charter School             | <input type="checkbox"/> Head Start       | <input type="checkbox"/> School District |

Community Network/Parish Name: \_\_\_\_\_

Program Partner Center or School: \_\_\_\_\_

Program Partner Chief Administrator: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Primary Contact Name and Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

My organization will comply with all provisions of State Board of Elementary and Secondary Education (BESE) Bulletin 140 – *Louisiana Early Childhood Care and Education Network* and my organization will:

### MEMBERSHIP IN THE COMMUNITY NETWORK

- Participate fully in the Early Childhood Care and Education Community Network as provided in Chapter 3 of Bulletin 140, including:
  - Designate an individual to serve as the primary point of contact between this organization and the Community Network Lead Agency.
  - Respond to communication from the Louisiana Department of Education (Department) Office Early Childhood and the Community Network Lead Agency when requested.

### PARTICIPATION IN THE EARLY CHILDHOOD CARE AND EDUCATION ACCOUNTABILITY SYSTEM

- Participate fully in the Early Childhood Care and Education Accountability System as provided in Chapter 5 of Bulletin 140, including:
  - Support administrators, teachers and other staff to use BESE Bulletin 136—*The Louisiana Standards for Early Childhood Care and Education Programs Serving Children Birth-Five Years, CLASS, and GOLD* or an approved alternate assessment;
  - Ensure that all required information for classrooms containing children from birth to five years is entered in the *GOLD* online system. I understand that even if my organization is not using the *GOLD* assessment, certain information such as teacher credentials, curriculum and class ratios is still required to be entered for all classrooms.
  - Cooperate with the Lead Agency in my Community Network to identify all sites/classrooms to be observed with the *CLASS* Toddler and *CLASS* PreK tools.
  - Participate in *CLASS* observations, specifically allowing two *CLASS* observations for each Toddler and PreK classroom.
  - Allow third party observations to occur.

- Meet with each teacher to provide written results and feedback from local observations within five business days of receiving the information.
- Provide teachers with support to improve their interactions and instruction, including use of curriculum and assessment, in order to help prepare more children for kindergarten.
- Verify through the Department’s verification process the site-level data that has been reported to the Department for the Performance Profile.

**PARTICIPATION IN THE COORDINATED ENROLLMENT PROCESS**

- Count all publicly-funded birth to age five children currently being served in this program as of October 1 and February 1 of each school year and submit to the Lead Agency as required by the State.
- Participate fully in the Community Network’s Coordinated Enrollment Process as provided in Chapter 7 of Bulletin 140 including:
  - A coordinated information campaign through which the Community Network informs families about the availability of publicly-funded programs serving children ages birth to five years;
  - A coordinated eligibility determination through which the Community Network coordinates enrollment, eligibility criteria, and waiting lists to ensure that families are referred to other available publicly-funded early childhood programs should they be ineligible for or unable to access their primary choice;
  - A coordinated application process through which the Community Network conducts a unified application process so families can easily indicate their enrollment choices for publicly-funded programs; and
  - A matching based on family preference through which the Community Network enrolls at-risk children, using available public funds and based upon stated family preferences.
- Inform parents and caregivers that they may request that the Department review the placement of their child resulting from the coordinated enrollment process as indicated in Bulletin 140.

*By my signature below, I am indicating agreement with all of the aforementioned requirements.*

\_\_\_\_\_  
Signature of Chief Administrator for Program Partner Organization

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Administrator Title

\_\_\_\_\_  
Name of Center/School

\_\_\_\_\_  
Chief Administrator Telephone number

\_\_\_\_\_  
Chief Administrator Email address