



August 5, 2016



IN THIS ISSUE:

[Superintendent's Message](#)

[Teaching and Learning](#)

[Funding and Enrollment](#)

[Child Safety and Welfare](#)

[Lead Agency Support](#)

SUPERINTENDENT'S MESSAGE

Dear Colleagues,

As part of the effort to prepare all Louisiana children for kindergarten, early childhood programs participated in a learning year in 2015-2016. Publicly-funded programs participated in community networks, coordinated enrollment and the new practice rating system. This week the Department launched a process to help sites better understand what information will be included on their Practice Performance Profiles.

This data certification process provides every publicly funded site an opportunity to review the data that will be included in the 2015-2016 Practice Profiles. Sites will soon receive their information from their Lead Agency and will have until August 19 to verify the information.

For more details on the early childhood data certification process, see below. Site leaders are invited to attend a [webinar](#) on August 10 at 12:00 p.m. If there are additional questions, please email [Megan Miron](#).

Louisiana has unified its rating system in order to provide useful information to programs, families and communities. Thus, it is critical that all programs understand what information will be included in their Practice Performance Profiles.

As always, thank you for all you do for our children,

John

John White
Louisiana Department of Education
Twitter @LouisianaSupe

TEACHING AND LEARNING

EARLY CHILDHOOD DATA CERTIFICATION

The Early Childhood Data Certification Process will provide every publicly funded site an opportunity to review the data that will be included in the Practice Performance Profiles for the 2015-2016 Learning Year. **The data certification window will be from August 1 - August 19.** Lead agencies will receive site level data for every site within their community network by August 2.

Sites will be asked to verify that the information presented is an accurate snapshot of the site's information on October 1, 2015. Sites will verify the count of publicly funded children, teacher degree and certification, and classroom ratios. Please note that curriculum information should be a snapshot of May 31, 2016.

NOTE: No CLASS® corrections will be made through this process.

To provide additional information on the Early Childhood Data Certification process, the Department held a [Data Certification Webinar](#). Sites and Lead Agencies should access the [recording](#) or attend the upcoming webinar on Wednesday, August 10.

The webinar details are as follows:

Date: Wednesday, August 10

Time: 12 p.m. - 1 p.m.

Link: <https://louisianaschools.adobeconnect.com/ecdatacert/>

Please email [Megan Miron](mailto:Megan.Miron) with questions.

BELIEVE AND PREPARE: EARLY CHILDHOOD COHORT 2

The Department has released a Request for Applications for [Believe and Prepare: Early Childhood Cohort 2](#). This application is for new or existing university or non-university teacher preparation programs that are interested in designing an Early Childhood Ancillary Certificate Program to train child care teachers.

Selected programs will receive funding and technical assistance to develop a proposal for an Early Childhood Ancillary Program. Applicants are required to collaborate with local Early Childhood Community Networks.

Teacher preparation programs that are interested must submit a **Notice of Intent Survey** no later than **Friday, July 22**.

Please email BelieveAndPrepare@la.gov with questions.

NEW CURRICULUM REVIEWS ADDED

The Department is continuing to complete Instructional Materials Reviews of birth to five curriculum. In the coming weeks, new reviews will be added to the list. A [current list of rated curricula](#) is on the Department website

EARLY CHILDHOOD ANCILLARY CERTIFICATE PROGRAMS - PROFESSIONAL TRAINING FOR CHILD CARE TEACHERS

This fall, the first ever Early Childhood Ancillary Certificate Programs will begin offering coursework. Early Childhood Ancillary Certificate Programs are teacher preparation programs for child care lead-teachers. Enrolling in an Early Childhood Ancillary Certificate Program will prepare child care teachers to earn their Child Development Associate (CDA) credential, as well as provide practice experiences, including coaching, mentoring, and additional preparation for CLASS[®] observations.

Child care lead-teachers that are interested in beginning their professional education are encouraged to consider an Early Childhood Ancillary Certificate Program. Individuals who qualify for [Louisiana Pathways Scholarships](#) may be able to receive tuition support. There are currently four approved [Early Childhood Ancillary Certificate Programs](#), it is expected additional programs will begin in spring 2017.

FUNDING AND ENROLLMENT

CHILD CARE ASSISTANCE PROGRAM (CCAP) PROVIDER HELP DESK

The Department has recently launched a Child Care Assistance Program (CCAP) Provider Helpdesk. Child care providers can now call directly to ask questions about CCAP. Providers will be able to make an appointment to speak with regional specialists.

The helpdesk will be open, Monday through Friday, 8 a.m.-4 p.m. The provider help desk number is 225-342-1879.

Please note this number is **only** for child care center directors and staff. This is not a line for families or the general public.

A [Child Care Assistance Program \(CCAP\) Provider Guide](#) has been released to share additional information and resources with providers.

CHILD CARE ASSISTANCE PROGRAM (CCAP) SUMMER SERIES

The Department is conducting a series of eight [in-person sessions](#) across the state for child care providers that serve children receiving child care assistance. These two-hour sessions will be led by the Child Care Assistance Program (CCAP) team and will provide specific guidance on how to assist families to apply for child care assistance. CCAP specialists will also be available to assist providers with individual cases or concerns.

COMING SOON - COORDINATED ENROLLMENT SELF-ASSESSMENT

Last summer, the Department released the second [Coordinated Enrollment Self-Assessment](#), in which communities reflected on the state of coordinated enrollment, evaluated their progress from that year, and shared best practices with each other. The Department is now conducting the third annual Coordinated Enrollment Self-Assessment.

This year, the Department will work with Lead Agencies to coordinate the self-assessment in their communities through meetings, conference calls, and paper-based surveys. Lead Agencies have received information about the Coordinated Enrollment Self-Assessment, and are responsible for convening and including as many partners as possible

CHILD SAFETY AND WELFARE

UNLAWFUL OPERATION OF AN UNLICENSED CHILD DAY CARE CENTER

House Bill 197 is effective as of August 1, 2016. This bill establishes criminal penalties for individuals that are operating a child care center without a valid license, continuing operation after notification that an individual must seek a license, or continuing operations of child care center following revocation of a license.

Under this new law, Department of Education Licensing Specialists will conduct a site visit to determine a centers licensing requirement and investigate possible violations. When a violation is found, the Department will share evidence with law enforcement. Violators of this law will face possible fines and jail time.

For more information, please email [Michelle DeMeulenaere](mailto:Michelle.DeMeulenaere@k12va.gov) or call 225-342-9905.

DAILY HEALTH CHECKS

Upon arrival at the center, the physical condition of each child must be observed for possible signs of illness, infections, bruises, or injuries. If something is apparent, the mark must be noted and documented, including an explanation from the parent or child. The completion of daily health check must be documented daily. For example, if nothing is observed, you will note "nothing is observed."

For more information, please email [Michelle DeMeulenaere](mailto:Michelle.DeMeulenaere@k12va.gov) or call 225-342-9905.

LEAD AGENCY SUPPORT

CLASS® SYSTEM ROLLOVER FOR 2016-2017 SCHOOL YEAR

The [CLASS® System](#) is now open for Lead Agencies and sites to edit classrooms, assign observation orders, and prepare for the 2016-2017 school year. The Department has put together a [quick guide](#) for using the CLASS® System.

SITE CODE UPDATE REQUEST PROCESS

The Department has released a process for Lead Agencies to submit site code change requests for early childhood sites for the 2016-2017 school year. Through this process Lead Agencies can update site information that is connected to site codes, including addresses, contact information, or leadership names.

More information about this process can be found in the [Site Code Update Guidance](#). Lead Agencies will receive an email with the site code update form and lead agency certification letter that will need to be completed by August 15.

For more information, please email [Tara Baylot](mailto:Tara.Baylot@k12va.gov).

WEEKLY EARLY CHILDHOOD LEAD AGENCY OFFICE HOURS - AUGUST 9, AUGUST 16, AUGUST 23

The Early Childhood team will begin weekly office hours for lead agencies. This will be an opportunity for Lead Agencies to call in with any questions they may have about their current work and receive additional clarification.

Lead agency office hours will take place on **Tuesdays in August, from 3 p.m. - 4 p.m.**

Office hours will be held:

- **August 9, August 16, and August 23:** 3 p.m. - 4 p.m.
 - **Call In:** 1-855-240-2575; PIN: 81774907
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LDOE Contacts

John White

State Superintendent of Education

(toll-free) 877.453.2721

Twitter @LouisianaSupe

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