

September 2, 2016



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## SUPERINTENDENT'S MESSAGE

Dear Colleagues,

As the waters recede and our state proceeds forward in recovery, the Department continues to support early learning providers to return to operations and to serve displaced children. The Department has aided providers with flexibility, connected them with resources and offered as-needed assistance through the Provider Help desk. Through this process, we have heard from providers that their child care teachers have been displaced and are still struggling to recover. Today we are releasing a [survey](#) to gather information about these teachers.

We ask you for your help in gathering information about all impacted teachers and other early learning center staff. We will use this information to connect teachers with resources. Center directors may forward this onto staff to complete directly or directors can complete on behalf of their teachers and other staff. Please ensure that only one survey is completed per person. Additional questions can be directed to [Mary Jo Smith](#).

Young children across our state are excited about returning to child care centers, preschools and schools. We want to do our part to help ensure impacted teachers are supported to recover so they can be their best in their classrooms, helping our infants, toddlers and young children to learn and thrive.

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

**John**

John White  
Louisiana Department of Education  
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## TEACHING AND LEARNING

### CURRICULUM REVIEWS

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 that additional programs will begin in spring 2017.

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## FUNDING AND ENROLLMENT

### CHANGES TO TRACKING OF TIME SYSTEM (TOTS)

On **September 14**, the Department will implement changes to the Tracking of Time System (TOTS) system. To familiarize child care providers with the enhancements to the system, the Department will host short information sessions across the state. The [complete schedule](#) and location information for the trainings has been posted.

### UPDATED SCHEDULE: CHILD CARE ASSISTANCE PROGRAM (CCAP) SUMMER SERIES

The Department is conducting 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.

Two additional summer series sessions will be held at the following times:

- **September 13 from 12:30 p.m. - 2:30 p.m.** -- LSU at Alexandria Children's Center, 201 Thelma Etheridge Dr. Alexandria, LA 71302
- **September 14 from 12:00 p.m.- 2:00 p.m.** -- Vermillion Conference Center, 326 Gauthier Rd. Lafayette, LA 70501

For additional assistance for providers, the Department has launched a Child Care Assistance Program (CCAP) Provider Helpdesk. The helpdesk will be open, **Monday through Friday, 8:00 a.m.- 4:00 p.m.** The provider help desk number is 225-342-1879. Please note this number is only for child care center directors and staff.

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

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## CHILD SAFETY AND WELFARE

### REQUIREMENTS FOR DIRECTOR AND DIRECTOR DESIGNEE

Each center must have a qualified director or director designee who is on-site full time (at least 32 hours per week). When the director or director designee is not on the premises due to a temporary absence there must be an individual that is the appointed staff-in-charge. The staff-in-charge must be at least 21 years old and have the authority to respond to emergencies, inspections, parental concerns, and have access to all required information.

For questions, please contact [Michelle DeMeulenaere](#).

### DAILY ATTENDANCE RECORDS FOR STAFF, DIRECTORS, AND OWNERS

A daily attendance record must be kept for staff, directors and owners. This record must accurately reflect who is in the center premises at all times. It should include the first and last name, arrival time, and departure time for all staff, directors and owners.

For questions, please contact [Michelle DeMeulenaere](#).

### FOR AFFECTED CENTERS: POST-FLOOD REQUIREMENTS FOR BUSINESSES

A [news release](#) from the state Fire Marshal has been posted to provide guidance on re-opening businesses post-flood.

### FOR AFFECTED CENTERS: FEDERAL ASSISTANCE FOR SMALL BUSINESSES AND CHILD CARE CENTERS

Child care centers that have been affected by the floods should register for FEMA at [disasterassistance.gov](#). Centers may additionally be eligible for Small Business Assistance to support center clean up and repair. The Department has posted a [one-pager](#) with information on how to access these loans including how to find guidance on the application process.

### FOR AFFECTED CENTERS: RESOURCES FOR RESTORING HEALTHY CHILD CARE CENTERS

## FOR AFFECTED CENTERS: RESOURCES FOR RESTORING HEALTHY CHILD CARE CENTERS

- Helping to clean and protect child care facilities:
  - Child Care Aware has released a [newsletter](#) with information on the steps to take to recover a child care facility following a flood. This provides details on how to clean up flood water and damage, as well as how to prevent mold.
  - [Guidance on mold prevention](#) for homeowners and renters is available from the Center for Disease Control. The LSU Ag Center has released [information on mold removal](#) for flooded homes and properties.
- Protecting children's health:
  - The environmental protection agency has released [information on how to protect children](#) when cleaning up a flooded area.
  - The office of Administration for Children and Families has a [recorded conference call and resources](#) that provides information about how to safely clean and repair child care centers for children.

## FOR AFFECTED CENTERS: PUBLIC ASSISTANCE GRANT PROGRAM

Private Nonprofit entities interested in applying to the [Public Assistance Grant Program](#) are required to complete a [Request for Public Assistance](#) form on Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) website ([LouisianaPA.com](#)). This form must be submitted within 30 days of the disaster declaration.

## LEAD AGENCY SUPPORT

### REGISTER FOR THE SEPTEMBER SUPERVISOR COLLABORATION EVENT

Information about the September Collaboration Events is now available at the Department's website. Use this [link](#) to access the details. The Early Childhood sessions will focus on updates for Community Networks, the Practice Performance Profiles, and linking the K-12 Assessment and Classroom System. Lead Agencies must be represented and may send up to two participants.

Please contact [kaye.eichler@la.gov](mailto:kaye.eichler@la.gov) with questions.

### STARTING THE NEW SCHOOL YEAR WITH TEACHING STRATEGIES GOLD®

In the past, the Department has asked programs to archive children's records at the end of the year. This allowed a child's record to be reactivated if continuing the following year.

Due to adjustments in the state's archive capacity, program directors/supervisors should delete portfolios of any child not returning to their programs for the 2016 - 2017 year. This includes portfolios from the 2015 - 2016 year as well as archived portfolios from previous years. If you have any questions, contact [ivy.starns@la.gov](mailto:ivy.starns@la.gov).

### WEEKLY EARLY CHILDHOOD LEAD AGENCY OFFICE HOURS

The Early Childhood Team is conducting weekly office hours for lead agencies. These calls are an opportunity for lead agency representatives to call in with any questions they may have about their current work and to hear updates from the Early Childhood Team. These sessions are typically held every Tuesday from 3 p.m. - 4 p.m.

Use this information to connect: 1-855-240-2575, PIN: 81774907

Future Office Hours will be held on the following Tuesdays:

- September 6
- September 13
- September 27

### USING CLASS™ FOR COMPASS IN 2016-2017

Local Education Agencies and Charter Organizations are encouraged to use CLASS™ as the rubric for evaluating professional practice of public school pre-K teachers in all or some of their schools. For more information please see the [Compass Choices for Early Childhood Networks 2016](#).

LEAs that choose to use CLASS™ as the Teacher Professional Practice Rubric for public school pre-K teachers for 2016-17 must complete the waiver and return to [Compass@la.gov](mailto:Compass@la.gov) by **September 30, 2016**.

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