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April 12, 2018



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SUPERINTENDENT'S MESSAGE

Dear Colleagues,

Families are children's first teachers. Young children benefit when programs involve families in their learning and development. To better understand the perspective of Louisiana families, the Department of Education, in [continued partnership](#) with United Way of Southeast Louisiana and the Louisiana Association of United Ways, is releasing the third annual statewide Early Childhood Family Survey. Together we seek to understand how early childhood programs support learning for young children and how to make it easier for families to find high-quality early childhood opportunities.

All families with children in early childhood programs are encouraged to complete a brief online survey. In addition, a sample of publicly-funded programs will receive paper surveys to distribute to select families. The survey is optional but we ask for your help in encouraging families to participate. To assist you, we have prepared a one page letter for families. Surveys must be completed by May 31.

Please let families know that their responses will be very important as the state works to improve access to high-quality early learning opportunities. Survey responses will be kept private, and the survey collects no personally identifiable information about children and families. Also note that the information collected will be used to understand and report family satisfaction at a community level. Responses will not be linked to individual teachers, children, or families, or reported at the program level.

We thank you in advance for your support of this important survey. For more information email [Nasha Patel](#).

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

John

John White

Louisiana Department of Education

Twitter @LouisianaSupe

UPCOMING EVENTS AND DEADLINES

UPCOMING EVENTS:

- Lead Agency Office Hours- lead agencies only: April 17 and April 24 at 3:00 p.m.

UPCOMING DEADLINES:

- Spring CLASS Observations Reporting Deadline- May 15
- Early Childhood Family Satisfaction Survey - Complete by May 31

TEACHING AND LEARNING

2017-2018 EARLY CHILDHOOD FAMILY SATISFACTION SURVEY

To better understand the perspective of Louisiana families, the Department of Education, in [continued partnership](#) with United Way of Southeast Louisiana and the Louisiana Association of United Ways, released the third annual statewide [Early Childhood Family Survey](#). All families with children in early childhood programs served through public funds are encouraged to complete a brief online survey.

In addition, a sample of publicly-funded programs will receive paper surveys to distribute to select families. The survey is optional but we ask for your help in encouraging families to participate. To assist you, we have prepared a [one page letter](#) for families. Surveys must be completed by **May 31**. Contact [Nasha Patel](#) if you have questions.

EARLY CHILDHOOD LEADERSHIP ACADEMY

Last fall Emmy O'Dwyer joined the Early Childhood team to help create a fellowship or leadership academy for child care directors. She has been meeting with child care directors across the state as well as other leaders in early childhood. Input from the field will be used to develop this program that the Department hopes to launch in the next year.

If you'd like to learn more or offer your input, please reach out to [Emmy O'Dwyer](#)

FUNDING AND ENROLLMENT

CHILD CARE ASSISTANCE NEW APPLICATION SUBMISSION PROCESS

The Child Care Assistance Program is committed to a continued effort to efficiently meet the needs of children, families and childcare providers in Louisiana.

A new CCAP application submission process has been developed to align both the online and paper application and to ensure the process of applying for services is as simple and convenient as possible.

The new application submission process will capture all information needed to determine eligibility in the CAFÉ portal during the initial application submission. A recorded webinar on the new application submission process can be found [here](#). If you are having difficulty using this new submissions process, please contact [LDECCAP](#) or call 1877-453-2721, your case worker, or the Provider Help Desk for assistance.

CHILD SAFETY AND WELFARE

NEW STAFF IN EARLY LEARNING CENTERS

The provider of an early learning center or an entity identified in §1809 shall request from the Louisiana Department of Education a new CCCBC-based determination of eligibility for child care purposes for each required person. After a request has been made, the provider shall wait on a CCCBC-based determination of eligibility (Eligible, Provisionally Eligible or Ineligible) from the Department prior to the person being present or performing services at the center when children are present. [Bulletin 137](#)

CHILD CARE CRIMINAL BACKGROUND CHECK PROCESSING UPDATE

There are several resources provided to support you through the new Child Care Criminal Background Check (Child Care CBC) process. You can view [Fingerprint Locations](#), [FAQs](#), and find many forms in the CBC download list, all of which can be found on the Department's [website](#). For the most updated forms please be sure to delete your browser history and refresh your page. Please keep in mind, these changes are effective as of March 1, 2018.

For more information about Child Care CBCs, please email [Valerie Black](#).

TRAINING FOR THE NEW CHILD CARE CIVIL BACKGROUND CHECK SYSTEM WEBINAR

Two webinars were recently given regarding how the new Child Care Civil Background Check online system works. The training includes information on how to login, set up an account, apply for a background check, monitor the background checks, get results, and check eligibility.

The webinar recording can be viewed [here](#) . A [User Manual](#) is also available on the Department's [website](#) .

GENERAL LIABILITY INSURANCE POLICY

The Providers of early learning centers are entirely responsible for payment of medical expenses of a child injured while in the center's care. Parents shall not be required to pay the medical expenses of their child when an injury occurs at the center and the parents are required to seek medical attention for their child. However, a parent may elect to use their own insurance to cover the medical expense. Parents may elect to use their own insurance. §1503. [Bulletin 137](#)

HANDWASHING

Hand washing is one of the best ways to keep children from getting sick and prevent the spreading of germs. Spending a few seconds at the sink could save you trips to the doctor's office. Staff and children shall wash their hands using soap and water at least upon arrival at the center, before preparing or serving meals, before giving medication, after playing in water used by more than one person, after toileting, after helping a child use a toilet or changing diapers, after wiping noses or cleaning wounds, after handling pets and other animals, after playing in sandboxes, before eating meals or snacks, upon coming in from outdoors, after cleaning or handling garbage and anytime hands become soiled with body fluids, such as urine, saliva, blood or nasal discharge. §1911-K. [Bulletin 137](#)

STATE EMERGENCY PREPAREDNESS - CCDF ANNUAL NOTICE - LEVEL 1

The Department would like to remind centers to be prepared for hurricanes and other regional disasters. If an emergency covers a large area such as a parish or region of the state, the Department will closely monitor conditions out of concern for your safety and for the safety of the children and families you serve.

Please know that should the Department determine your center to be included in a parish or region affected by a disaster, your license/certification may be suspended until you obtain post disaster approval and submit the required Re-Opening Form to the Department.

For more information about emergency preparedness and the CCDF Annual Notice-Level 1, please visit the Department's [Emergency Preparedness page](#).

LEAD AGENCY SUPPORT

OFFICE HOURS FOR LEAD AGENCIES

The Early Childhood Team is holding weekly webinar/conference call question and answer sessions for lead agencies. The sessions are held on **Tuesdays from 3:00 p.m.- 4:00 p.m.** and all lead agency staff are invited to join. The Early Childhood team will provide updates and reminders. Additional topics covered will be determined by caller questions. A meeting invitation containing the connecting information has been sent to all lead agency contacts. Contact [Kaye Eichler](#) if you have questions.

Upcoming Schedule for Office Hours

- April 17
- April 24

SPRING CLASS® OBSERVATION DEADLINE

All pre-K and toddler classrooms in publicly-funded sites must have their spring 2018 observations completed and entered into the portal by May 15, 2018. All error correction forms must be submitted by May 18, 2018 to earlychildhood@la.gov . For questions about submitting observations in the portal or completing error correction forms, please email [Nasha Patel](#).

TOTS LOCATION AND USER UPDATES FOR LEAD AGENCIES

It is important that families have access to accurate and up-to-date Tracking of Time Services (TOTS) finger scanning location information at the Department's website. Please complete the form that you received via email on April 5 for each lead agency TOTS finger imaging location in your community and return to [Jackie Droddy](#) no later than Friday, April 19.

REQUEST FOR APPLICATION FOR EARLY CHILDHOOD COMMUNITY NETWORK LEAD AGENCIES

The Department of Education has released a [Request for Applications \(RFA\) for Early Child Community Networks](#) .

A state agency, a local public school system, a nonprofit or for-profit corporation having an educational or social services mission including but not limited to a nonprofit corporation of a philanthropic or policy nature, a Louisiana public postsecondary institution, or a nonprofit corporation established by the governing authority of a parish or municipality is eligible to apply. Successful applicants will serve for the

period beginning July 1, 2018 and ending June 20, 2020. Contact [Kaye Eichler](#) for further information.

OTHER

ECCE ADVISORY COUNCIL - DATE CHANGE FOR MAY

The next Early Childhood Care and Education Advisory Council meeting will take place on **Thursday, May 17, 2018 at 1:00 p.m.** . This meeting will take place in the Claiborne Building, located at 1201 N. Third Street, Baton Rouge.

Please note that this is a change in the previously scheduled date. An updated schedule for the 2018 Early Childhood Care and Education Advisory Council dates can be found [here](#).

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