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October 12, 2017



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SUPERINTENDENT'S MESSAGE

Dear Colleagues,

Fall is upon us and the school year is well underway. In most places, enrollment has stabilized and now is the time to evaluate how we are doing. As Halloween approaches, we want to remind all publicly-funded sites about the October child count. It is critical that we have an accurate count of how many at-risk children are being served in our programs.

As you know, Community Networks and Sites are required to submit a count of all publicly-funded children as of October 1 by October 31. We use this information to:

- Count how many publicly-funded children are being served and where they are being served across the state;
- Better understand how public dollars are being used to serve at-risk children and where there are gaps;
- Calculate metrics for performance profiles; and
- Support efforts to increase funding for at-risk families and children from birth through pre-K.

Please be sure to work with your Lead Agency to count and report all of your publicly-funded children. For questions please contact [Dominick Robinson](#).

Lastly, please remember to complete your Market Rate Survey if you are a [licensed child care center](#) or [family home](#). We need your feedback! Please complete the survey if you have not already. For more information, please see below.

And as always, thank you for all you do for our children.

John

John White
Louisiana Department of Education
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UPCOMING EVENTS AND DEADLINES

UPCOMING EVENTS:

- Lead Agency Office Hours- *lead agencies only*: October 17 at 3:00 p.m.

UPCOMING DEADLINES:

- **By October 31**: Submit October 1 child count

TEACHING AND LEARNING

SETTING UP CLASSROOMS IN GOLD®

GOLD® has a new look! Through MyTeachingStrategies™, users have access to either the comprehensive GOLD® assessment tool (with all objectives) or one of the abbreviated versions. Whether your program is using the original GOLD® tool or one of the abbreviated versions, the process for adding teachers, classes and other users such as Principals, co-directors, etc. has changed. Program administrators can use the [Directions for Adding Sites and Classes in GOLD®](#) sheet for instructions on performing those functions.

If you have any questions, contact [Ivy Starns](#).

FUNDING AND ENROLLMENT

OCTOBER 1 CHILD COUNT

Bulletin 140 requires that all publicly-funded children are counted as they were enrolled on October 1, and that the count be submitted to the Department by **October 31**.

For the purposes of these counts, children are considered part of the age cohort they belong to on September 30, for the entire 2017-2018 school year. For example, if a child is three on September 30, but turns four on November 22, that child is counted as part of the three-year-old age cohort for the 2017-2018 school year. Please work with your Lead Agency to submit accurate October 1 child counts.

For questions please contact [Dominick Robinson](#).

CHILD SAFETY AND WELFARE

NEW: THE DEPARTMENT APPROVES A CRIMINAL BACKGROUND CHECK WAIVER EXTENSION

On September 26, 2017, the Department approved a criminal background check (CBC) waiver requested by the Child Care Association of Louisiana (CCAL). The waiver now terminates on **December 31, 2017**. This waiver allows some relief on the CBC requirements due to unexpected delays. The waiver includes several stringent requirements in order to maintain the safety and health of children. This waiver applies to anyone who has recently submitted a fingerprint-based CBC request and has not received a response.

For more information, [click here](#).

For questions regarding this waiver, call Andrea Burl at 225-342-9905 or email [LDElicensing](#).

NEW CHILD CARE CRIMINAL BACKGROUND CHECK INFORMATION

Thank you to all that have been attending the webinars. For those that were unable to attend, you can now view the webinar [here](#).

There were several roadshows held in September and October that provided information on the upcoming new Child Care Criminal Background Check (Child Care CBC). The [presentation slides](#) and a detailed [hand-out](#) on the important changes to the child care criminal background requirements can be found on the Department's [website](#). Please keep in mind, these changes will go into effect **March 1, 2018**.

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

CONTINUING EDUCATION

Early learning centers shall provide opportunities for continuing education for all staff members.

Staff members who are left alone with children, or who have supervisory or disciplinary authority over children and are of Type I, II, and III

centers shall obtain a minimum of 12 clock hours of continuing education per center anniversary year. [Bulletin 137](#), §1721.

Staff members who are neither left alone with children, nor have supervisory or disciplinary authority over children, shall obtain a minimum of three clock hours of continuing education in job related topics per center's anniversary year. [Bulletin 137](#), §1721.

Louisiana Pathways approved trainers shall conduct the continuing education for staff. A list of approved trainers may be found online at <http://pathways.nsula.edu/approved-trainers/>.

CHILD CARE HEALTH CONSULTANTS

Medication administration training and three hours of training on infectious diseases, health and safety, and/ or food service preparation required in LAC 51: XXI.301.A.9 must be conducted by a child care health consultant. [Bulletin 137](#), §1721.E.

A list of Louisiana Department of Health, Child Care Health Consultants may be found online at <http://lacchc.org/for-consultants/>.

STAFF AND OWNER DAILY ATTENDANCE

Daily attendance records for staff and owners shall be maintained. The records must include the first and last name of the staff member or the owner, and arrival and departure times. These records must accurately reflect the staff members and owners on the center premises at any time, and will be used to document staff members and owners who leave and return to the center during the day. [Bulletin 137](#), §1507.B. This includes any staff or owner leaving and/or returning to the center for any reason.

For additional questions, please call your Licensing Consultant at 225-342-9905 or e-mail LDELicensing@la.gov.

LEAD AGENCY SUPPORT

OFFICE HOURS FOR LEAD AGENCIES

The Early Childhood Team is holding weekly conference call question and answer sessions for lead agencies. The calls will be scheduled for **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 will be sent to all lead agency contacts.

Upcoming Schedule for Office Hours

- October 17
- October 24

OTHER

MARKET RATE SURVEY

Postcards have been sent to child care providers inviting them to complete the Market Rate Survey. This survey is required to be done every three years before the new CCDF state plan is due. The survey provides information that is used to determine CCAP reimbursement rates.

The Department has contracted with LSU to conduct the survey and to provide a report. All survey responses will be received by LSU and are completely confidential. A paper version of the survey is available and will be sent later to all providers who did not complete the survey online.

The survey for child care centers can be found [here](#). The survey for family homes can be found [here](#).

It is important that all providers complete the survey. The data gathered will be used to estimate the cost of care necessary to support health, safety, quality instruction, and staffing. It will also help ensure that all children have access to high quality child care.

If the providers have questions about the survey, they can contact Belinda Davis at (225)578-2129.

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