



December 20, 2018



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## SUPERINTENDENT'S MESSAGE

Dear Colleagues,

Please accept warm holiday wishes from our team at the Department and from me. It's my sincere hope that both our team and yours will be spending the next two weeks with family, relaxing, reflecting, and recharging.

We are - all of us - so greatly blessed to serve this sacred mission of educating the next generation. I feel gratitude for that blessing most intensely this time of year. And I am grateful to serve that mission alongside each of you.

The year 2019 will surely be a lively one and an important one for schools and centers in our state. Through revised [School Readiness Tax Credits](#), Louisiana child care teachers and directors will be increasingly rewarded for their hard work and dedication to the field. The [Early Childhood Ancillary Certificate](#) will go into effect in July, requiring that all lead teachers working in Type III centers have the Ancillary Certificate within 24 months of their start date in the position. And community networks around the state will continue to expand their capacity to support infant classrooms by preparing to conduct Infant CLASS observations.

We celebrate the successes of the past year and recognize the incredible work that has gone into supporting our unified early childhood system. Families around the state are currently using the [Louisiana School and Center Finder](#) to view Performance Profile results and to identify the best option of care for their young child. Communities continue to collaborate and find new ways to share resources to better support teachers and program leaders. And more classrooms than ever are currently using a [Tier I curriculum](#) to guide children's learning, many of whom participated in the ongoing [Child Care Curriculum Initiative](#).

The new year, as always, holds the promise of change. It reminds us of the most essential premise of education: that growth is always possible, every day and in every child. Happy holidays to you and to your families.

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

**John**

John White  
Louisiana Department of Education  
Twitter @LouisianaSupe

## UPCOMING EVENTS AND DEADLINES

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- Louisiana Pathways Enrollment Information Deadline for SRTC - December 31
- [New Child Care Director/Pre-K Administrator Webinar](#) - January 23 at 1:00 p.m.

## TEACHING AND LEARNING

### CLASS™ PORTAL USER WEBINARS ARE LIVE

Webinars tailored for [lead agencies](#), [observers](#), and [site coordinators](#) are available through the Louisiana Believes website on the Early Childhood page. These webinars were designed for new users and will be helpful to review before each academic year. They also serve to streamline information from the [CLASS™ Observation System User Guide](#). If you have any questions about accessing the webinars or utilizing the CLASS™ Portal, please email [Gray Whitsett](#).

### 2017-2018 PERFORMANCE PROFILE RESOURCES

The 2017-2018 Performance Profiles were released on November 8th on [Louisiana School and Center Finder](#). To support sites and families in interpreting and understanding these results, the Department has released the following resources:

- The [Parent Video on Performance Profile](#) provides information on how early childhood performance profiles are created.
- The [Performance Profile Site Key](#) and [Guide](#) explain each metric included in the individual site's Performance Profile, and can be used to help understand the information provided for each site.
- The [Community Network Performance Profile Key](#) and [Guide](#) explain each metric included in the community's Performance Profile, and can be used to help interpret the results of your community.
- In November, the Department conducted a webinar to provide information about the release directly to early childhood sites. The [video](#) and [webinar](#) deck are available to sites to review.
- For more information about CLASS™ observations and how Performance Profiles are calculated, see the [Performance Profile Frequently Asked Questions](#).
- To support sites to understand how they can use their Performance Profile results to make improvements, the Department has provided a guidance document with [Five Tips for Sites](#), that provides clear information and actionable next steps.

### SCHOOL READINESS TAX CREDIT (SRTC)

Louisiana School Readiness Tax Form R-10614 "Child Care Expense Credit" for parents was mailed to type III centers this week. Instructions for completing Tax Form R-10614 and a parent/guardian list were included with the forms. If you need additional tax forms, email [demita.walker@la.gov](mailto:demita.walker@la.gov). Please include the center's mailing address and the number of forms needed with the request.

Please be reminded that in order to claim School Readiness Tax Credits for 2018, all type III directors and staff members must be enrolled with Louisiana Pathways. Directors and staff members may do this by completing the [enrollment form](#), signing in a color other than black, and emailing, or mailing the form back to Louisiana Pathways at:

Louisiana Pathways Early Learning Center Career Development System

Attn: Jenny L. Cowan  
1800 Warrington Place  
Shreveport, LA 71101

All enrollment information and updates to qualifying credentials **must** be submitted to Louisiana Pathways by the **December 31, 2018 deadline**.

- The Department has released NEW FAQs for 2018 School Readiness Tax Credits for [businesses](#), [providers](#), [staff and directors](#), and [parents and families](#).
- The Department has also published the [2017](#), [2018](#), and [2019](#) School Readiness Tax Credit Star Levels, linked in the [Quality Providers Library](#) under "School Readiness Tax Credit".
- The Department has also made available the November 2018 webinar on School Readiness Tax Credit, entitled [Updates for Claiming 2018 SRTC](#), linked in the [Quality Providers Library](#) under "School Readiness Tax Credit".

If you have any questions, contact [Demita Walker](#).

### EARLY CHILDHOOD ANCILLARY CERTIFICATE - REMINDER FOR 2019

Beginning July 1, 2019, lead teachers working in Type III child care centers will need an Early Childhood Ancillary Certificate within 24 months of their start date as a lead teacher.

The [Early Childhood \(EC\) Ancillary Certificate](#):

- Can be earned at no cost by presenting a qualifying credential or degree.
  - CDA training and technical diploma training should be completed at a [BESE-approved Early Childhood Ancillary Certificate Program](#), which can often be accessed at no cost through Louisiana Pathways Scholarships.
- Is valid for three years, and can be renewed for free by demonstrating ongoing professional development
- May qualify teachers for the highest levels of School Readiness Tax Credits (SRTC)

Additional information can be found in the [Early Childhood Ancillary Certificate FAQs](#) or in the [October 2018 Letter to Directors](#). For questions, please contact [earlychildhood@la.gov](mailto:earlychildhood@la.gov).

# CHILD SAFETY AND WELFARE

## OBSERVERS IN LICENSED CENTERS

Independent Contractors are individuals hired by the center to render professional, therapeutic, or enrichment services within a center. Because Third Party Observers are not hired by the center, they are not considered Independent Contractors. For Licensing purposes, when third party observers come to an early learning center, they should complete the center visitor's log and have documentation of an eligible CCCBC on the date of their visit; if the observer is not added to your CCCBC roster, this documentation shall be printed and made available upon Division of Licensing's visit to your center.

## A FEW TRANSPORTATION REMINDERS

When children are picked up or dropped off at the center by a public or private school bus, staff shall be present to safely escort children to and from the bus. §2103.C. Daily Transportation (Contract or Center Provided), **Bulletin 137**.

Licensed early learning centers are required to conduct and document visual passenger checks of all vehicles used to transport children to ensure that no child is left in the vehicle. A staff person must physically walk through the vehicle and inspect all seat surfaces, under all seats, and in all enclosed spaces and recesses in the vehicles interior.

The visual inspection should be completed for the vehicle(s) that are provided by the center, contractual arrangement, or parent provided. §2107. Motor Vehicle Passenger Checks, **Bulletin 137**.

A current passenger log for each trip shall be used to track children and staff during transportation. The log shall be maintained on file at the center and a copy shall be provided to the driver or bus monitor. The following shall be recorded in the passenger log:

- date the transportation is provided;
- name of the child;
- name of driver and staff members;
- pick up and drop off locations;
- time child was placed on the vehicle;
- time child was released and name of the person or entity to whom child was released; and
- signature of staff person completing the log. §2103.F. Passenger Log, **Bulletin 137**.

If you have questions, please contact your Licensing Consultant at 225-342-9905 or email [LDELicensing@la.gov](mailto:LDELicensing@la.gov).

## CHILD CARE CIVIL BACKGROUND CHECK FEE INCREASE STARTING JANUARY 1, 2019

Starting January 1, 2019, the Federal Bureau of Investigation (FBI) will increase their criminal record search fee by **\$1.25**. The current fee for the FBI portion is \$12.00. Starting January 1, 2019 that fee will be \$13.25. This will result in an increase of the total amount of CCCBC fingerprint fees through the fingerprint vendor. The total fingerprint fee (excluding the LDOE and DCFS fee) is currently \$48.00. **Starting January 1, 2019 the fingerprint fees will total \$49.25**. Any questions should be directed to [Valerie Black](#).

# DIRECTOR SUPPORT

## DIRECTOR'S CORNER

The Department will offer a new webinar every other month especially designed to support **new child care directors and school-based pre-K administrators**. The webinar will address:

- Louisiana's unified early childhood rating system and Performance Profiles
- Classroom observations for teacher-child interactions as measured by CLASS™
- Community partners that support the early childhood system

**Webinar Date and Time:** January 23 at 1:00 p.m.

**Webinar Link:** <https://ldoe.zoom.us/j/773271562>

**Webinar Phone Number:** 1-646-876-9923

**Meeting ID:** 773 271562

Please contact [Emmy O'Dwyer](#) with any questions.

# LEAD AGENCY SUPPORT

## COMMUNITY DEVELOPMENT RESOURCES FOR LEAD AGENCIES

The beginning of the new year is the perfect time to take stock of your early childhood community network. Do you need a New Year's resolution to reshape or reorganize your local network? This [link](#) is a perfect resource for lead agencies and their partners to read together and plan next steps.

## WEEKLY WEBINAR/CONFERENCE CALL FOR LEAD AGENCIES

The Early Childhood Team holds a weekly webinar/conference call question and answer session for lead agencies. The sessions are held

on most Tuesdays from 3:00 p.m. to 3:30 p.m. The Early Childhood Team provides updates and reminders. Additional topics are determined by caller questions. A meeting invitation containing the connecting information to the Zoom webinar account has been sent to all lead agency contacts. Contact [Kaye Eichler](#) if you have questions.

### Upcoming Schedule for Weekly Webinar/Conference Call for Lead Agencies

- January 8
- January 15

### COMMUNITY COORDINATED ENROLLMENT PLAN

Bulletin 140 requires that each Lead Agency submit a Coordinated Enrollment Plan for their community by February 1 each year. To provide support and training to complete the Coordinated Enrollment Plan, the Department conducted a webinar at noon on Wednesday, December 5. The recorded presentation can be found [here](#). Any questions about the Coordinated Enrollment Plan should be directed to [Lindsey Bradford](#).

## OTHER

### EARLY CHILDHOOD CARE AND EDUCATION COMMISSION

The Early Childhood Care and Education Commission met on Thursday, December 13. You can view a recording of this meeting [here](#). For a council overview and a list of the 2019 meeting dates, click [here](#). For additional information, please email [Emmy O'Dwyer](#).

### IN CASE YOU MISSED IT

[Louisiana Ranks No. 8 in Nation for Early Childhood Education Policies](#) (*Louisiana Believes*, December 17, 2018)

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### LDOE Contacts

[John White](#)  
State Superintendent of Education  
(toll-free) 877.453.2721  
Twitter [@LouisianaSupe](#)

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