

December 6, 2018



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SUPERINTENDENT'S MESSAGE

Dear Colleagues,

As the holidays approach, our days are busy with wrapping up 2018 and preparing for next year. Communities around the state are beginning to plan for the work that will be completed at the start of 2019.

This week, every Lead Agency received the information and template needed to begin developing their Coordinated Enrollment Plan. The Coordinated Enrollment Plan is a follow-up to the initial planning that was done as a part of the Coordinated Funding Request, which the Department should have received from all communities on December 1.

Over the next two months, lead agencies will work with their local community network to develop a strong plan for [coordinating enrollment](#) for all of their publicly-funded birth-to-five programs. Through the Coordinated Enrollment Plan, communities will describe their plan for an information campaign and for making eligibility determinations, which ensure that families receive easy to understand information about the programs available to them.

Coordinated Enrollment Plans also ask communities to describe how they will manage the program application process, making sure that families are able to submit a unified application through the coordinated enrollment process. Additionally, communities will work together to develop a plan for how they will match families to sites based on preference, as well as how they incorporate the [Louisiana School and Center Finder](#) into their coordinated enrollment process and engagement with families.

As a reminder, all publicly-funded programs must participate in coordinated enrollment. Coordinated Enrollment Plans are due from all communities by February 1. For questions about coordinated enrollment, email [Lindsey Bradford](#).

Finally, all publicly-funded sites are preparing for the end of the fall observation period. All fall CLASS™ observations must be completed and [entered into the system](#) by December 15. For questions about CLASS™ observations or feedback, email [Taylor Dunn](#).

This is a busy season indeed. Yet we also recognize the importance of celebrating the season with family and friends, especially young children. We hope everyone can take a little time to enjoy the festivities and fun this month.

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:

- Early Childhood Care and Education Advisory Commission Meeting - December 13 at 12:00 p.m.
- [New Child Care Director/Pre-K Administrator Webinar](#) - January 23 at 1:00 p.m.

UPCOMING DEADLINES:

- Fall CLASS Observation Deadline - December 15
- Louisiana Pathways Enrollment Information Deadline for SRTC - December 31

TEACHING AND LEARNING

DEADLINE FOR FALL CLASS OBSERVATIONS

All fall 2018 observations must be completed and entered into the [portal](#) by the end of the day on Saturday, December 15th. All error correction and appeal forms for the fall observation period must also be submitted by December 15, 2018 to earlychildhood@la.gov. For questions about submitting observations in the portal or completing error correction and appeals forms, please email [Gray Whitsett](#).

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)

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.

CHILD SAFETY AND WELFARE

REMINDER ABOUT IMMUNIZATIONS

Please be reminded that state law (R.S. 17:170) indicates that children entering licensed early learning centers for the first time (at the time of registration or entry), must show proof of immunizations according to the schedule set forth by the Louisiana Department of Health. However, it is important to note that the parent or guardian is allowed to present a written statement from a physician stating that immunizations is contraindicated for medical reasons or present a personal immunization dissent in lieu of having the immunizations.

VEHICLE CHECKS

Licensed early learning centers are required to conduct 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.

VEHICLE CHILD SAFETY ALARM

Early Learning Centers that have a child safety alarm installed in any vehicle used for transportation shall ensure that the child safety alarm is properly maintained and in good working order each time the vehicle is used for transporting children to or from an early learning center. §2101.A.16. Child Safety Alarm, **Bulletin 137**.

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

WEEKLY WEBINAR/CONFERENCE CALL FOR LEAD AGENCIES

The Early Childhood Team holds weekly webinar/conference call question and answer sessions for lead agencies. The sessions are held on most Tuesdays from **3:00 p.m. to 4:00 p.m.** The Early Childhood Team will provide updates and reminders. Additional topics will be determined by caller questions. A meeting invitation containing the connecting information to the new 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

- December 11
- December 18

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

UPCOMING EARLY CHILDHOOD CARE AND EDUCATION COMMISSION - DECEMBER 13

The next meeting of the Early Childhood Care and Education Commission will be Thursday, December 13 at 12:00 p.m. in the Claiborne Building, located at 1201 N. Third Street in Baton Rouge. You can view a live stream of this meeting [here](#). For additional information, please email [Emmy O'Dwyer](#).

EARLY CHILDHOOD CARE AND EDUCATION ADVISORY COUNCIL - NOVEMBER 28

The Early Childhood Care and Education Advisory Council met on Wednesday, November 28. 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 [Leslie Doyle](#).

IN CASE YOU MISSED IT

[LESSONS FROM THE BAYOU STATE: THREE REFORMS FOR IMPROVING TEACHING AND CAREGIVING](#) (*New America*, November 13, 2018)

[LAFAYETTE PARISH UNVEILS CLASSROOM ON WHEELS TO HELP EARLY LEARNERS](#) (*Lafayette Daily Advertiser*, November 26, 2018)

[WEST FELICIANA EARLY CHILDHOOD PROGRAM HONORED FOR INSTRUCTION, CARE](#) (*The Advocate*, December 5, 2018)

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