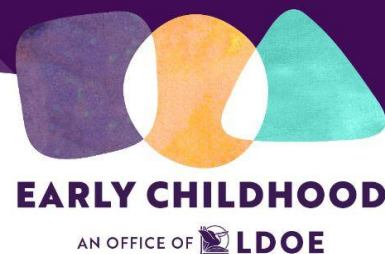




Early Childhood Newsletter



August 14, 2025

Active Supervision Best Practices

Active supervision is critical in fostering safety and preventing harm to children. Site leaders and teachers can ensure effective supervision by being aware of the physical environment and responsive to each child's unique needs.

Most injuries to children are predictable and can be avoided by implementing strategies and procedures to ensure staff actively supervise children at all times, including during transitions. In addition, training staff in active supervision techniques and continuous staff support ensures that employees implement active supervision best practices and promote safety for young children.



Strategies to keep children safe include the following:

- Setting up a safe environment free of hazards and designed so that staff can observe children at all times, including in sleeping and eating areas
- Positioning staff where children can be observed during all activities and so that staff can quickly reach children who need support
- Scanning and counting periodically and at specific transition times is a best practice to ensure that, even if a child moves to another area, staff will be positioned to provide active supervision
- Anticipating children's behavior and potential mood swings can help the teacher support and redirect the child and reduce challenging behaviors or actions
- Listening at all times for any sounds of potential danger signs, including the presence or absence of specific sounds, and listening for signs of distress or out-of-the-ordinary sounds
- Engaging or redirecting children by utilizing knowledge of each child's unique needs and development to provide tailored support, encouragement, and varying levels of assistance or redirection as needed

[Bulletin 137](#) §1713 outlines guidance on supervision practices for all providers. Providers must ensure the following active supervision best practices are being followed at all times:

- Children shall be supervised at all times. Child environments should be organized so that every child can be seen and identified at all times.
- Children shall not be left alone in any room (with the exception of the restroom, as indicated in §1713.G, or for therapeutic services), outdoors, or in vehicles without staff supervision.
- Staff should always position themselves to see and hear all children in their care and should know how many children are in their care at all times.
- Staff should devote their time to meeting the needs of all children and participating in activities with children in their care.
- Staff should regularly scan and count the children in their care, particularly before and after location

changes or transitions.

- Staff duties that include cooking, housekeeping, or administrative functions should not interfere with the supervision of children.
- Taking part in planned activities, such as a planned outdoor play activity or a planned language activity, minimizes risk.

Licensed centers, please contact your [licensing consultant](#) with questions. Home-based providers, please contact providercertification@la.gov with questions.

Upcoming Deadlines

- September 17: [Early Childhood Conference Registration - Shreveport](#)

Upcoming Events

- August 20: [KinderSystem CenterTrack Webinar](#)
- August 21: [CCAP Monthly Call for Providers](#)
- August 26: [Young Children with Disabilities Community of Practice](#)
- August 28: [CCAP New Provider Training](#)
- August 29: [New Director Office Hours](#)
- September 4: [Monthly Provider Webinar](#)
- September 13: Early Childhood Conference 2025 - Baton Rouge
- October 11: Early Childhood Conference 2025 - Shreveport

More Important Dates

Please see the [LDOE School System Support Calendar](#).

In This Issue

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UPCOMING EVENTS

REMINDER: 2025 Early Childhood Conference Registration is Open

Registration is open for the 2025 Early Childhood Conference in Shreveport. Registration for the Baton Rouge 2025 Early Childhood Conference has closed. The 2025 Early Childhood Conferences will be held on Saturdays in two locations. This year's theme is "Early Foundations, Endless Possibilities."

Registration is available on a first-come, first-served basis and will close on the respective date listed below or at sellout.

Date and Location	Registration Link	Regular Registration Deadline
Shreveport October 11 Shreveport Convention Center 400 Caddo Street	Shreveport Early Childhood Conference Registration Link	September 17

There will be no on-site registration. All registrations must be completed by the deadline above.

Please contact events@emergentmethod.com with questions.

NEW: Early Childhood Provider Update Webinar

The LDOE hosts monthly webinars for early childhood providers. These webinars include essential reminders and updates for all provider types.

Providers can access the upcoming September Provider Update Webinar using the information below:

- **Webinar Date/Time:** September 4 at 1 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/93597745872>
- **Meeting ID:** 935 9774 5872
- **Passcode:** 641464

The August 7 webinar presentation slides are available in the [Quality Providers Library](#) on the LDOE website.

For more information, please contact earlychildhood@la.gov.

NEW: CCAP Monthly Provider Call

CCAP hosts a monthly call for certified providers. The call shares updates and requirements for providers and families. Providers can access the August Monthly Call via the information below:

- **Webinar Date/Time:** August 21 at 1 p.m.
- **Webinar Link:** [CCAP Monthly Call for Providers](#)
- **Phone Number:** 1 470 381 2552
- **Meeting ID:** 93973785023
- **Passcode:** 082226

For more information, please contact the Provider Help Desk at 225-250-7635 or 225-614-5917.

NEW: CCAP New Provider Training

CCAP will begin hosting a monthly training for all newly-certified providers. The New Provider training will give providers all the tools and resources that support quality child care services.

The training can be accessed as follows:

- **Webinar Date/Time:** August 28 at 1 p.m.
- **Webinar Link:** [CCAP New Provider Training](#)
- **Phone Number:** 1 470 250 9358
- **Meeting ID:** 985 5982 6164

For more information, please contact the Provider Help Desk at 225-250-7635 or 225-614-5917.

NEW: KinderSystem July Webinar

Learn about CenterTrack, a Child Care Management System (CCMS) free to Louisiana child care providers!

Interested participants can access the webinar using the information below:

- **Webinar Date/Time:** August 20 at 12 p.m.
- **Webinar Link:** [CenterTrack Webinar](#)
- **Webinar ID:** 160 165 2409

Please note that attendees need to register for the webinar prior to attending. Please e-mail SupportLA@KinderSystems.com with questions.

NEW: Office Hours for New Directors

The LDOE team holds New Director webinars that focus on topics related to early childhood quality or operations while also helping to expand new directors' network of peers.

This month's topic is "An Introduction to the Tulane Infant and Early Childhood Mental Health Consultation Services." Participants will learn the purpose and methods of Infant and Early Childhood Mental Health Consultation and the three primary goals of Infant and Early Childhood Mental Health Consultation: promoting healthy development, supporting caregivers in fostering this development, and addressing challenging behaviors or mental health concerns of young children. Participants will also learn the role of Tulane Mental Health Consultation Services/TIKES mental health consultants in supporting children, families, and teachers.

Interested participants can access the webinar using the information below:

- **Webinar Date/Time:** August 29 at 12 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/93015014527>
- **Webinar Phone Number:** 1 346 248 7799
- **Meeting ID:** 930 1501 4527
- **Passcode:** 012444

Please contact tella.henderson@la.gov with questions.

NEW: Young Children with Disabilities Community of Practice Webinar

The LDOE hosts monthly webinars for early childhood special education administrators and educators. These webinars include professional development and updates regarding young children with disabilities in early childhood settings. Providers can access the upcoming August YCWD Community of Practice Webinar using the information below:

- **Webinar Date/Time:** August 26 at 3 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/91561982271>
- **Meeting ID:** 915 6198 2271
- **Passcode:** 787411

For more information, please contact Caitlyn.Robinson@la.gov.

UPDATES FOR FUNDING AND ENROLLMENT

NEW: Documentation

The LDOE is responsible for thoroughly reviewing applications for licensure and supporting documentation. In some cases, the LDOE will contact the agency that issued the documentation to verify the documentation submitted.

Please note that according to [Bulletin 137](#) §1301.A. 15, an application for licensure may be denied, a license may be revoked, or license renewal may be refused for any act of fraud, such as the submission of false or altered documents or information.

Please contact your [licensing consultant](#) with questions.

NEW: CCAP B-3 Updates for 2025-2026

For 2025-2026 and forward, eligibility determinations/redeterminations for the CCAP B-3 Seats program are being conducted by LDOE staff. All currently-enrolled CCAP B-3 families have presumptive eligibility until their new applications have been reviewed by the LDOE and their eligibility determined and should not be dropped from the program's services until providers are notified by the LDOE..

All current B-3 Seats families have been, or are being, notified in the month assigned to them by the LDOE, to submit a new application to continue to receive funding for the CCAP B-3 Seats program through 2025-2026:

- Children will remain in the B-3 Seats program until their eligibility redetermination for 2025-2026 is completed by the LDOE.
- Children who will age out of B-3 Seats are still eligible to apply if ongoing care is still needed.
- Due to prioritizing the transition of all current families, transfer requests are not being accepted at this time.

In the coming months, CCAP B-3 Seats children will be added to site KinderConnect rosters, and families of CCAP B-3 Seats children will need to sign in and out of KinderConnect daily (as CCAP voucher seat recipients do), to ensure that seats are utilized. Until then, please capture daily attendance on a [Daily Attendance Log for Children](#) or in an electronic attendance system, and keep those logs on file until the LDOE provides submission instructions.

For services beginning July 1, 2025, the LDOE is paying providers via the same banking accounts on file for CCAP voucher seats. Just like CCAP voucher payments, CCAP B-3 Seats providers will be paid in advance (on Thursdays of each week) for services.

- At this time, the LDOE is paying providers the state max rate for each child, based on their age on September 30, 2025, that was enrolled through the CNLA prior to April 15.
- Providers should not charge families in the B-3 seats program a co-payment beyond the co-payment that may be required by the LDOE.
- Providers may not charge a registration fee to CCAP B-3 families at this time.

Please contact LDOEB3@la.gov with questions.

NEW: Child Care Assistance Program (CCAP) Provider Ticket System

The Child Care Assistance Program (CCAP) Provider Help Desk (PHD) will soon be transitioning to a new ticket system. The new system will streamline access while including features that enhance timely resolution of provider queries.

Providers will continue to use the current Provider Ticket System until August 22. After August 22, the current Provider Ticket System will not be accessible for providers. Beginning August 23, providers should use the CCAP Provider Help Desk e-mail (CCAPPHD@la.gov) to input their queries and issues. During this time, Provider Help Desk staff will continue to research and share resolutions to aid providers via that e-mail account.

More information on the new ticket system will be shared on the September 4 Monthly Provider Webinar. For assistance, contact the CCAP Provider Help Desk at 225-250-7635 or 225-614-5917.

REMINDER: Child Care Assistance Program (CCAP) Prospective Payments and Provider Renewals

It is imperative that Type III license renewals and CCAP certification renewals are completed timely so that prospective payments following the renewal date are not delayed.

- It is important to note that a site's *license application and CCAP certification submission deadline* is different from the site's *license and certification expiration date*: in other words, while the license and certification *expiration date* may be July 31, the *renewal/re-certification deadline* is June 30.

An application for renewal of a license shall be submitted using the LDOE's online electronic system, and each center is solely responsible for completing the online license renewal application timely. "Timely" means that a license renewal must be submitted no later than the last day of the month prior to the month in which the current license expires:

- For example, if your license expires July 31, you must submit your license renewal by no later than June 30. Notice is given 60 days prior to the expiration date via EdLink e-mail alert.

The renewal process should be fully completed no later than the 15th day of the renewal month to avoid delays in payments.

- Note: Failure to initiate renewal/re-certification by no later than the *renewal/re-certification deadline* (not the license/certification expiration date) may cause a gap in payment.

For assistance, contact the CCAP Provider Help Desk at 225-250-7635 or 225-614-5917.

REMINDER: CCAP Case Redetermination Extensions

As the LDOE begins the work to transition all CCAP applications to the new client application portal, redeterminations will be extended for all CCAP participants starting with the month of June 2025.

The new anticipated recertification periods will be as follows:

- June - July 2025 redeterminations have been extended to February 2026
- August - September 2025 redeterminations have been extended to March 2026

Note: A new notice of Certification and Payment will be mailed to the families and providers.

For questions, families should contact the LDOE Call Center at 1-877-453-2721, and providers should contact 225-250-7635 or 225-614-5917.

UPDATES FOR LICENSED CENTERS

NEW: Knowing Who Enters Your Early Learning Center

Safety and security are top priorities in early learning centers, where young children rely on adults for protection, guidance, and care. One of the most effective ways to maintain a secure environment is to remain immediately aware of each person who is coming in and out of the center and when. While the majority of visitors to the centers are parents, caregivers, or other authorized personnel, it is essential that all staff members treat access control as a non-negotiable part of daily operations. Some key safety practices may include using access systems to control who comes in or ensuring the entrance is visible from and monitored by the front desk or surveillance system at all times.

For questions, licensed centers should contact a [licensing consultant](#), and family child care and in-home providers should contact providercertification@la.gov.

NEW: Observing & Reporting Changes in Child Behaviors

Early childhood care staff play a crucial role in observing behavioral changes, often being the first caregiver to notice them. For example, a significant change in a child's appetite, sleep, or mood after an accident, such as a fall, could be considered a change in behavior.

- Unusual behavior by children may indicate a physical ailment or need for mental health support, and early recognition of behavioral changes can lead to timely needed support for children.

Bulletin 137 requires documenting and reporting unusual behaviors to parents no later than the child's release on the day of occurrence. Maintaining detailed records of changes in or unusual child behaviors ensures transparency and supports staff if concerns escalate. Immediately report any significant behavioral change, indicating a potential safety concern, to parents.

Please contact your [licensing consultant](#) with questions.

NEW: Required Inspections for Changes to a License

Prior to making changes that may affect the license, such as adding or removing a wall, the following must occur:

- Notification to the LDOE through an “Edit Entity” in EdLink, prior to making any changes
- Current inspection from the Office of State Fire Marshal, Department of Health, and the LDOE
- Approval from the LDOE to use the space as licensed

Note: The change request may take up to 30 calendar days to process.

Please contact your [licensing consultant](#) with questions.

NEW: Charlie’s Law: Child Safety and Welfare Minimum Standards Information for Families

[Act 409](#) of the 2025 Louisiana Regular Legislative Session, also known as “Charlie’s Law,” requires the following:

- That the Louisiana Department of Education develop an informational document that contains the child safety and welfare minimum standards provided for in this law and a phone number to file complaints with the LDOE regarding violations of the standards
- That each early learning site distribute the LDOE-provided document to the parents and legal guardians of all children enrolled in the early learning site at the beginning of each academic year

Please give all parents of enrolled children a copy of the “Child Safety and Welfare Minimum Standards” e-mailed by the LDOE on July 28, 2025.

Please contact your [licensing consultant](#) with questions.

REMINDER: Motor Vehicle Checks

As temperatures remain high outside, it is imperative that vehicles are adequately inspected for children before staff exit the vehicle. A staff person must physically walk through the vehicle and inspect the following:

- all seat surfaces
- under all seats
- all enclosed spaces
- and recesses of the vehicle interior

For field trips, each vehicle must have a face-to-name count conducted in addition to the visual passenger check at the following times:

- prior to leaving the center for the destination
- upon arrival at and prior to departure from each destination
- upon return to the center

A staff member must record the time of the visual passenger check and sign the log indicating that no child was left in the vehicle.

Please contact your [licensing consultant](#) with questions.

NEW: Fall 2025 CLASS® Observation Period

[Community Network Lead Agencies](#) will begin working with sites to schedule local Fall 2025 CLASS® observations for the 2025-2026 academic year. Third-party observations, beginning in September, will be scheduled and conducted by the ULL Picard Center. Third-party observations are designed to provide an additional level of review to ensure reliability. At least two weeks before the scheduled observations, the Picard Center will send an e-mail providing the site with the timeframe in which the observations will occur.

Please contact your [Community Network Lead Agency](#) for support.

NEW: School Readiness Tax Credits (SRTCs)

Early childhood educators must have a valid Early Childhood Ancillary Certificate (ECAC) by December 31, 2025, to qualify for certain levels of SRTCs.

Directors and teachers with an expiring Early Childhood Ancillary Certificate must submit a renewal application at least four to six weeks before expiration, via the [Louisiana Educator Portal \(LEP\)](#).

- Note: Incomplete applications or applications submitted after November 1 may not be processed by the Certification Team before the deadline and thus may not qualify for re-leveling and a potential increase in SRTCs for tax year 2025.

Early Childhood Director user guides for (LEP) are available on [TeachLouisiana.net](#) and the [Louisiana Educator Portal](#) homepage:

- [Early Childhood Director Guide](#)
- [Applicant Guide](#)

For re-leveling on the Louisiana Pathways Career Ladder, new credentials and certifications should be submitted via e-mail to cowanj@nsula.edu or via mail to Louisiana Pathways before December 31, 2025 at the address below:

Louisiana Pathways
Attention: Career Development
1800 Warrington Place
Shreveport, LA 71101-4425

Submit certification questions at <https://ldoe.force.com/s/ask-certification>. For questions regarding Pathways Leveling, contact cowanj@nsula.edu.

UPDATES FOR LICENSED CENTERS, FAMILY CHILD CARE, AND IN-HOME PROVIDERS

NEW: The 2026 Early Childhood Teacher and Leader of the Year have been named!

The LDOE Office of Early Childhood Care and Education is thrilled to announce the winners of the 2026 Early Childhood Teacher and Leader of the Year Awards: please join us in congratulating Brooklynn Johnson-Botley, the 2026 Early Childhood Teacher of the Year, and Devonda Whittington-Warren, the 2026 Early Childhood Leader of the Year.



Brooklynn Johnson-Botley's passion, creativity, and unwavering dedication to nurturing young learners have made a lasting impact on her students and community. Her classroom is a model of engaging and developmentally-rich learning. Devonda Whittington-Warren exemplifies visionary leadership in early childhood education. Her commitment to supporting educators, empowering families, and elevating the field sets a powerful standard for excellence. The LDOE celebrates these outstanding educators for their remarkable contributions and for shaping the future — one child, one classroom, one community at a time.

Please review the [overall honoree document](#) for more information on these awards. The nomination period for the 2027 award year will open in the fall of 2025.

NEW: EC Learn Portal Adds to the New Professional Development Suite

EC Learn is the LDOE's free, online training and learning resource where early childhood educators can enroll in and access continuing education courses. In May, the LDOE launched a new Early Childhood Professional Development Training Suite in *EC Learn*.

Current listings for the new suite include the following:

- **NEW** – The New Early Learning and Development Standards (ELDS) (2024) - 1 credit hour
- The Importance of Developmental Screening in Early Childhood - 1 credit hour
- Supporting Children through the Developmental Screening and Referral Process - 1 credit hour
- Building Positive Relationships and Collaborative Partnerships with Families in Early Childhood - 1 credit hour

The LDOE is in the process of updating the “Key Training Modules: 1, 2, and 3” required for New Teacher Orientation (currently found on Udemy). These trainings are anticipated to be accessible in *EC Learn* starting September 2025.

Educators can access and enroll in courses at <https://eclearn.doe.louisiana.gov/>. Within each individual's *EC Learn* account, educators can check progress on enrolled courses and access training transcripts or certificates on “My Dashboard.” In addition, *EC Learn* participants will be e-mailed a copy of the training certificate within 24 hours of successfully completing the final course exam. Participants can also view and download training certificates or transcripts by clicking on their Student Dashboard, available at <https://eclearn.doe.louisiana.gov/> under the “Completed” tab.

Please contact eclearn@la.gov with questions.

NEW: Ensuring Accurate Position Selection on the CCCBC Application

Ensuring accuracy when selecting the position type on the Child Care Criminal Background Check is paramount for all child care providers. This is a critical step that directly impacts the validity and processing of background checks for personnel. If an employee's official title, as recognized by the facility, includes the designation “owner,” then the highest possible position level on the CCCBC application must be selected. This directive applies universally, regardless of the specific provider type under which the facility operates.

Owners are subject to fraud-related prohibitions and criminal restrictions as outlined in R.S. 15:587.1(C), including equivalent offenses from other jurisdictions. Specifically, owners must not have been convicted of, or plead guilty or nolo contendere to, any fraud-related felonies within the preceding 10 years under the following statutes: 18 U.S.C. 287 and 1341, and Louisiana Revised Statutes 14:67.11, 14:68.2, 14:70.1, 14:70.4, 14:70.5, 14:70.7, 14:70.8, 14:71, 14:71.1, 14:71.3, 14:72, 14:72.1.1, 14:72.4, 14:73.5, and 14:133.

If an individual's role within a child care facility changes to include “owner” after an initial CCCBC application has been submitted, the application will no longer be valid for compliance requirements. In these cases, a new CCCBC application must be submitted. This ensures the background check accurately corresponds to the appropriate level of eligibility for child care.

Please contact LDECCBCprocessing@la.gov for CCCBC-related questions.

NEW: Fingerprinting Site Closure

Please be advised that the fingerprinting site at 3830 Williams Blvd. in Kenner has permanently closed as of July 25. All previously scheduled fingerprinting appointments at this location have been cancelled.

IDEMIA is actively working to establish a new fingerprinting site in the area. We appreciate your understanding and will provide updates as soon as a new location is secured.

Please contact LDECCBCprocessing@la.gov for CCCBC-related questions.

NEW: MyTeachingStrategies® Platform Updates: Redesigned Manage Experience in SmartTeach

SmartTeach has launched part of a refreshed “Manage” area, designed to provide administrators with a clearer and more intuitive way to oversee programs. Administrators are encouraged to review the [Introducing the New Manage Experience Webinar](#), focusing on how program leaders can work more efficiently with the new Manage interface.

Please reach out to ECassessment@la.gov with questions.

REMINDER: Upcoming Early Childhood Curriculum Reviews and Updates to the Tier I Early Childhood Curriculum List

The LDOE updated the state’s Early Learning and Development Standards (ELDS) in 2024 to reflect the latest research and best practices in early childhood education. In alignment with these updated standards, the LDOE has also released the “2025-2026 Instructional Materials Review (IMR) Rubric for Early Childhood Education (ECE), Ages Birth to Five.”

To ensure a smooth and effective transition for early childhood providers and school systems across Louisiana, the LDOE will begin a new round of curriculum reviews in October 2025. These reviews are designed to evaluate the alignment of instructional materials with the revised ELDS and ensure that the materials used in classrooms support high-quality teaching and learning:

- A new Tier I Curriculum List for ECE will be published as reviews are completed. This updated list will only include instructional materials that are aligned with the 2025 ELDS and meet the criteria of the 2025-2026 IMR rubric.
- Currently-posted Tier I materials were reviewed using previous standards and do not fully align with the newly updated ELDS. As a result, these materials will be archived and will no longer appear on the active Tier I list. (Note: The archived materials list will not count against site Performance Profiles.)
- Providers and school systems should anticipate updated guidance and recommendations based on the newly-reviewed and approved Tier I curricula starting in late 2025.

The LDOE is committed to supporting providers and school systems through this transition. As new Tier I curricula are rated and approved, that information will be made available via this newsletter and webinars. These newly-reviewed and approved resources will ensure that all early childhood classrooms are equipped with high-quality, standards-aligned instructional materials that support strong learning outcomes for every child, from birth to age five.

We encourage providers and district leaders to begin planning for the upcoming changes and to stay informed through regular updates from the LDOE. More detailed guidance will be shared in the coming months to assist with curriculum planning and adoption for the 2026-2027 academic year.

Please reach out to LouisianaCurriculumReview@la.gov with questions.

CONTACT US



- For questions regarding licensing or child health and safety, please contact LDElicensing@la.gov.
- For questions regarding the Child Care Assistance Program (CCAP), please contact the [Provider Ticket System](#).
- For all questions regarding Child Care Criminal Background Check processing, please contact LDEcccbcprocessing@la.gov.
- For all other questions regarding early childhood, please contact earlychildhood@la.gov.
- Subscribe to our monthly newsletter by completing our [Newsletter Signup](#) form.