

St. Martin Parish Early Childhood Programs 2019-2020

Updated July 2019



Title I

LA-4 (Cecile Picard)

Education Excellence Fund (EEF)

8g Preschool Block Grant

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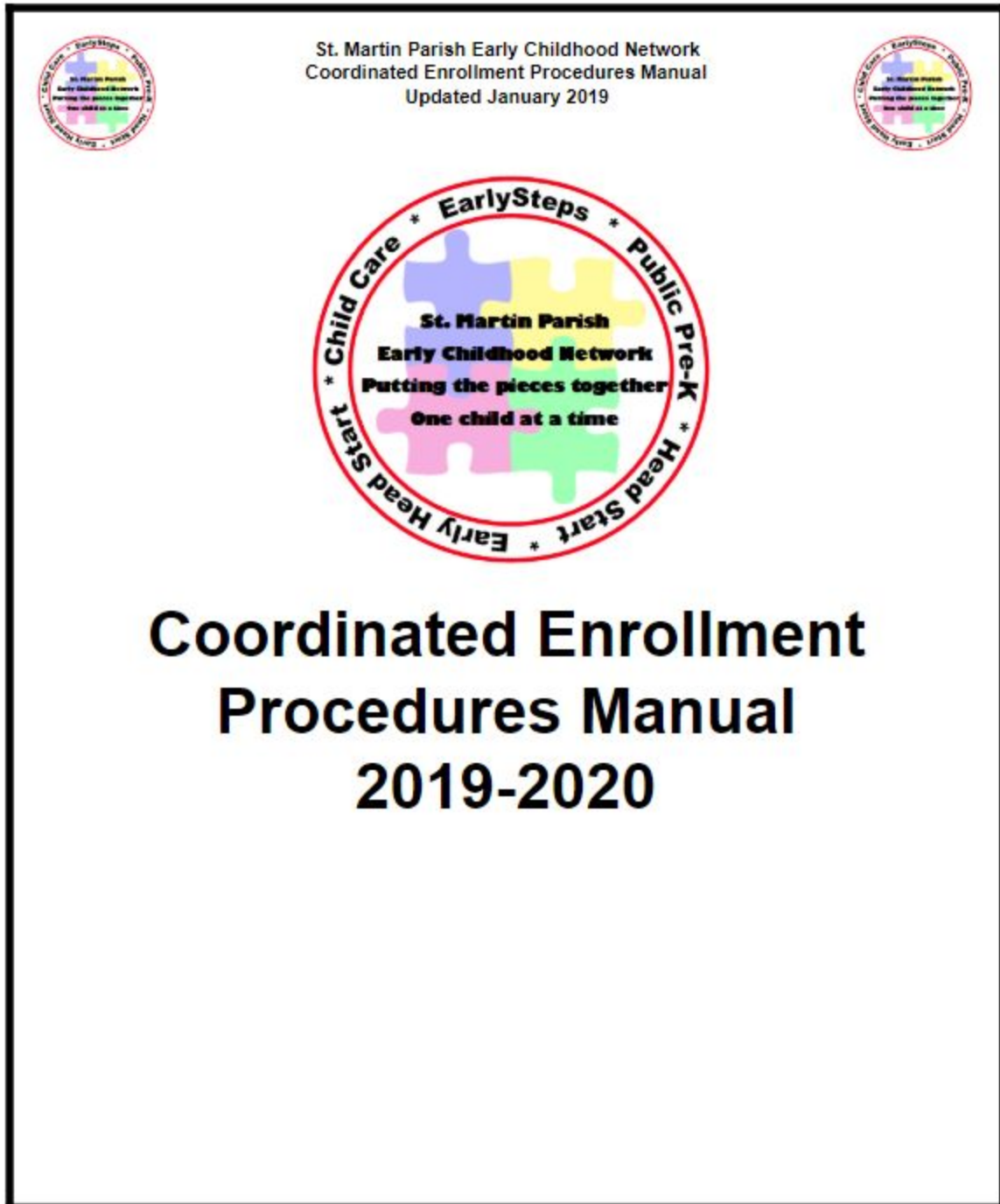
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Coordinated Enrollment:

The St. Martin Early Childhood Network under the leadership of St. Martin Parish school board report the number of publicly-funded birth to five children served in our community network each year. The lead agency works across all community network programs (School system Pre k classes, CCAP (Child Care Assistance Program) child care centers and Head Start centers) to submit an annual, community wide funding request and plan to enroll and fill the available seats.

St. Martin Parish Early Childhood Network Coordinated Enrollment Manual





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Bulletin 140 Requirements

Bulletin 140 mandates that Louisiana have a locally-managed enrollment system that includes:

1. **Coordinated Information-** Families know of all available seats
 - a. Inform families about the availability of publicly-funded programs
 - b. Work together to inform families about early childhood programs in the community
 - i. Flyers
 - ii. Brochures
 - iii. Websites
 - iv. Social Media
 - v. Common Timelines
2. **Coordinated Eligibility-** Families easily know what programs they qualify for
 - a. Ensure families are referred to available publicly-funded programs
 - b. Understand program and funding eligibility requirements
 - c. Determine preliminary eligibility with one eligibility application
 - d. Develop referral system
 - e. Use common timelines
 - f. Build community wide knowledge of early learning options
3. **Coordinated Application-** Families apply to all programs through one application
 - a. Collect family preferences regarding enrollment choices
 - b. Guide families through options based on eligibility
 - c. Families designate choices on one application during open enrollment period
 - d. Collaborate on waitlist management
4. **Match Based on Preference-** Families enroll their child in the highest ranked preference available
 - a. Networks and programs admit families according to preference and capacity
 - b. Provide ongoing enrollment options throughout the year
 - c. Collaborate on waitlist



Policies and Procedures **Statement**



The St. Martin Parish Early Childhood Network will follow the policies and procedures for Coordinated Enrollment as outlined in Bulletin 140. Application, Eligibility Notification and Referral procedures are listed in this manual. Each network program partner will complete the online Referral System Documentation Log monthly. Required documentation (if applicable) will be submitted during leadership team meetings.



Application Process Procedures



Step 1: Family is informed of "Publicly Funded Seats"

- Family Declines - Complete Waiver Form ****ONLY APPLICABLE TO CHILD CARE CENTERS**
- Family Accepts - Continue to Step 2

Step 2: Family completes application

- Coordinated Enrollment Application which includes Matching Based on Preference
- Online application for front page of application offered (Back section **must** be completed- there is no online application for this page)

Step 3: Program Partner determines "eligibility"

- Based on income selected by parent/guardian on Coordinated Application (back section)
- Check off eligible programs on Coordinated Application (back section)

Step 4: Program Partner informs family of "Matches Based of Preference"

- Inform family of programs/sites they are eligible for (Coordinated Application)
- Inform family if site selected as 1st choice matches eligibility determination

Step 5: Program Partner informs family of "Next Steps" for registering

- Register family if you are 1st choice selected
- Complete Eligibility Notification and Referral form if you are at capacity or parent has selected another program partner as 1st choice.
- Provide family with informational guides for registration at other sites
 - ◆ Refer to [Site Registration Process Chart](#)



Referral Process Procedures



Step 1: Complete *Eligibility Notification and Referral Form*

- Refer to Step by Step Guide for Eligibility Notification and Referral Form

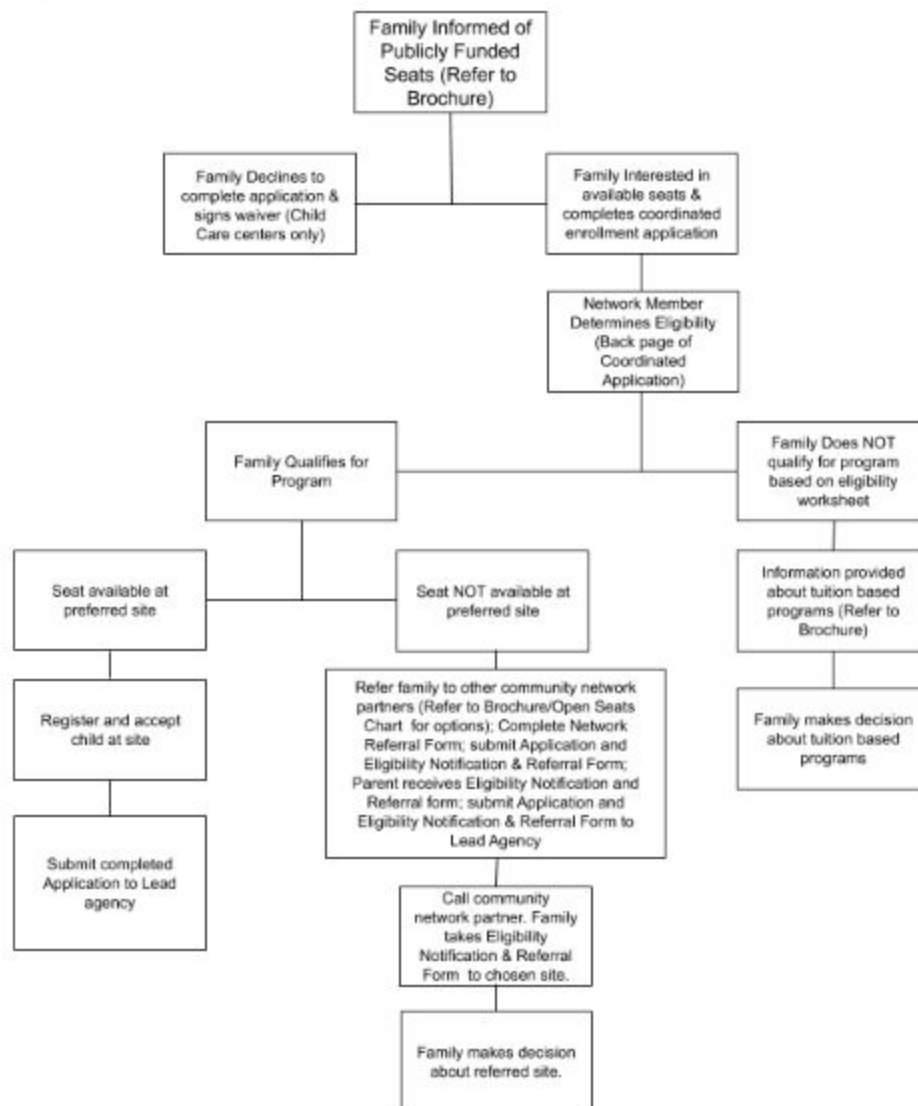
Step 2: Provide Parent with brochure and copy of *Eligibility Notification and Referral Form*

Step 3: Turn in required documents to lead agency monthly

- Waiver forms
- Coordinated Applications
- Eligibility Notification and Referral Forms



Application & Referral System Procedures Flow Chart





Coordinated Information Flyer Newspaper Advertisement/Website/Community Poster



St. Martin Parish Early Childhood Open Enrollment March 11—March 15

Type III Child Care Centers
 Boyer's Preschool and Child Care
 332-6116
 Open House—March 12-March 14 9:00am-4:00pm
 Owens Developmental Learning Center
 394-3377
 Open House - Mar 11-Mar 15 from 9:00am-6:00pm
 La Petite Ecole 332-4539
 Open House—Mar 11-Mar 15 from 9:00am-5:00pm
 St. Martin Sunshine Playschool
 394-9615
 Open House-Tues. March 12 from 5:00pm-6:30pm

CDI Early Head Start/Head Start
 Open Enrollment will be held from
 9:00am-2:00pm at each location
 St. Martinville Early Head Start 342-2618
 St. Martinville Head Start 342-2520
 George Washington Carver 442-6593
 Huron Early Head Start/Head Start 754-7785
 Breau Bridge Early Head Start 454-6331

St. Martin Parish Public PreK

Catahoula Elementary - Monday, March 11 from 8:30-2:30 394-7676
Breaux Bridge Primary - Tuesday, March 12 from 8:30-2:30 332-1821
Early Learning Center - Wed, March 13 from 8:30-2:30 394-4763
Stephensville Elementary - Thursday, March 14 from 9:30-12:30 985-385-1366
Parks Primary - Friday, March 15 from 8:30-2:30 845-4663
Cecilia Primary - Monday, March 18 from 8:30-2:30 667-6700



For more information about SMPSB PreK registration
and required documents
please contact the Early Childhood Dept. at 337 909-2815



St. Martin Parish Early Childhood Community Network Program Partners	Quick Reference Chart									
	Infants	Toddlers	PreK 3	PreK 4	PreK Expansion Grant	CCAP Approved	Feasibility Study required	Transportation Provided	Referrals After Care closed by the provider	Children with Special Needs Included
Boyer's Preschool & Child Care	*	*	*	*	*	*	*	*	*	*
La Petite Ecole Daycare	*	*	*	*	*	*	*	*	*	*
Owens Developmental Learning Center	*	*	*	*	*	*	*	*	*	*
St. Martin Sunshine Playschool	*	*	*	*	*	*	*	*	*	*
Breaux Bridge Early Head Start	*	*	*	*	*	*	*	*	*	*
George Washington Carver Head Start	*	*	*	*	*	*	*	*	*	*
Huron Early Head Start/Head Start	*	*	*	*	*	*	*	*	*	*
St. Martinville Early Head Start	*	*	*	*	*	*	*	*	*	*
St. Martinville Head Start	*	*	*	*	*	*	*	*	*	*
Breaux Bridge Primary	*	*	*	*	*	*	*	*	*	*
Catahoula Elementary	*	*	*	*	*	*	*	*	*	*
Cecilia Primary	*	*	*	*	*	*	*	*	*	*
Early Learning Center	*	*	*	*	*	*	*	*	*	*
Parks Primary	*	*	*	*	*	*	*	*	*	*
Stephensville Elementary	*	*	*	*	*	*	*	*	*	*

For more information please visit saintmartinschool.org as well as www.louisianaschool.com



Forms and Resources

Coordinated Application Step by Step Guide

Offer for parent to complete application online or paper. (If parent decides to complete online application, please be present to provide support for questions that may arise during the process.)

Paper Application Step by Step Guide:

Child Information Section:

Step 1: Enter child's full name (Use name on Birth Certificate)

Step 2: Enter child's date of birth (Use Birth Certificate)

Step 3: Write the name of the child care/Early Head Start/Head Start previously attended. If the child did not attend child care/Head start this section can be left blank.

Step 4: Check who the child lives with

Parent/Guardian #1 Information Section:

Step 5: Enter Parent/Guardian #1's name and relationship to parent

Step 6: Enter Parent/Guardian's physical address. This is the address that the child should be residing at.

Step 7: Enter Parent/Guardian's phone number(s). Encourage the parent to add 2 contact phone numbers.

Parent/Guardian #2 Information Section:*****Note this section is optional****

Step 8: Follow Steps 5-7 for completing Parent/Guardian #2 section

Matching Based on Preference Section:

Step 9: In the 1st choice column, check off one site box.

Step 10: In the 2nd choice column, check off one site box or "I do not wish to select a 2nd choice" box.

Backside of application

Step 11: Write the child's name and date of birth

Step 12: Write the name of the site selected from front side of application as first choice.

Eligibility Determination Section:

School System/Head Start Eligibility

Step 13: Check if applicable Foster/Homeless

Step 14: Enter the total number of household members. (This includes all adults that provide financial support to the child being registered.)

Step 15: Enter the total number of children in the household. (This includes all children under the age of 18.)

Step 16: Circle the appropriate box that matches household #'s & gross monthly income. (LA4/PreK Expansion/8g)

Step 17: Circle the appropriate box that matches household #'s & either yearly or monthly gross income. (Early Head Start/Head Start)

CCAP Eligibility Questions

Step 18: Check the box if the answer to the 3 questions listed is "Yes". If the answer to any of the questions is "No", leave the box unchecked.

Step 19: Circle the appropriate box that matches household #'s & monthly gross income

Signature Section:

Step 20: Read and sign the signature section and add current date application has been completed.

Program Partner Section: (TO BE COMPLETED BY PROGRAM PARTNER ONLY)

Step 21: Refer to sections circled by person completing application to determine if child is eligible for programs.

Step 22: Check off ALL programs that child may be eligible to enroll in.

Step 23: Sign the section for reviewing application/date

Step 24: List the name of the site that this application has been completed at.



**St. Martin Parish Early Childhood Network
Coordinated Enrollment Application**



☐ (check if applicable) Application completed online

Child Information Section:

Full Name: (As it appears on Birth Certificate)

First Name: _____ Middle Name: _____ Last Name: _____

Date of Birth: _____ Month _____ Day _____ Year _____

Child care/Head Start Previously Attended: _____

Child lives with: (please check): ☐ Father ☐ Mother ☐ Both ☐ Other: _____

Parent/Guardian #1 Information Section:

First Name: _____ Last Name: _____ Relationship to Child _____

Physical Address:(Street) _____ Mailing Address: (if different) _____

(City) _____ (Zip Code) _____

Phone Number(s): (Cell) _____ (Work/Other) _____

Parent/Guardian #2 Information Section:

First Name: _____ Last Name: _____ Relationship to Child _____

Physical Address:(Street) _____ Mailing Address: (if different) _____

(City) _____ (Zip Code) _____

Phone Number(s): (Cell) _____ (Work/Other) _____

Matching Based on Preference

(* Please note for PreK programs applicants must fall within the date range of
October 1, 2014 through September 30, 2015.)

1st Choice of Early Childhood Program
(please select one box)

- ☐ Breaux Bridge Primary (PreK)
- ☐ Catahoula Elementary (PreK)
- ☐ Cecilia Primary (PreK)
- ☐ Early Learning Center (PreK)
- ☐ Parks Primary (PreK)
- ☐ Stephenville Elementary (PreK)
- ☐ Boyer's PreK Expansion Grant
- ☐ CDI Huron Head Start/Early Head Start
- ☐ CDI George Washington Carver Head Start
- ☐ CDI Breaux Bridge Early Head Start
- ☐ CDI St. Martinville Early Head Start
- ☐ CDI St. Martinville Head Start
- ☐ Boyer's Preschool and Child Care
- ☐ La Petite Ecole Daycare
- ☐ Owens Developmental Learning Center
- ☐ St. Martin Sunshine Playschool

2nd Choice of Early Childhood Program
(Please select one box in case your first choice provider is at capacity)

- ☐ Breaux Bridge Primary (PreK)
- ☐ Catahoula Elementary (PreK)
- ☐ Cecilia Primary (PreK)
- ☐ Early Learning Center (PreK)
- ☐ Parks Primary (PreK)
- ☐ Stephenville Elementary (PreK)
- ☐ Boyer's PreK Expansion Grant
- ☐ CDI Huron Head Start/Early Head Start
- ☐ CDI George Washington Carver Head Start
- ☐ CDI Breaux Bridge Early Head Start
- ☐ CDI St. Martinville Early Head Start
- ☐ CDI St. Martinville Head Start
- ☐ Boyer's Preschool and Child Care
- ☐ La Petite Ecole Daycare
- ☐ Owens Developmental Learning Center
- ☐ St. Martin Sunshine Playschool
- ☐ I do not wish to select a 2nd choice.

Please complete backside of this form to determine eligibility in our programs.

St. Martin Parish Early Childhood Network Coordinated Enrollment Application (Page 2)

Child's Name: _____ Date of Birth: _____

First Choice selected from application: _____

Check if applicable: ☐ Foster Child ☐ Homeless Child

Eligibility Determination Section:

Household information

_____ Total # of household members _____ Total # of children in household

School System/Head Start Eligibility

Circle the household's total monthly or yearly gross income earned and unearned. (For acceptance into any program you will be required to provide documentation to verify income.)

2019 LA4/PreK Expansion Grant/8g/TI/EEF Eligibility Guidelines (* Please note for Pre k programs applicants must fall within the date range of October 1, 2014 through September 30, 2015.)									Ti/EEF Only
Not eligible due to age	Monthly 2 PERSONS \$2818	Monthly 3 PERSONS \$3555	Monthly 4 PERSONS \$4292	Monthly 5 PERSONS \$5028	Monthly 6 PERSONS \$5765	Monthly 7 PERSONS \$6502	Monthly 8 PERSONS \$7238	Monthly 9 PERSONS \$7975	Income exceeds guidelines

2019 Head Start Eligibility Guidelines									Ineligible
Monthly 2 PERSONS \$1372	Monthly 3 PERSONS \$1732	Monthly 4 PERSONS \$2092	Monthly 5 PERSONS \$2452	Monthly 6 PERSONS \$2812	Monthly 7 PERSONS \$3172	Monthly 8 PERSONS \$3532	Monthly 9 PERSONS \$3892	Income exceeds guidelines	
Monthly 2 PERSONS \$1783	Monthly 3 PERSONS \$2251	Monthly 4 PERSONS \$2719	Monthly 5 PERSONS \$3187	Monthly 6 PERSONS \$3655	Monthly 7 PERSONS \$4123	Monthly 8 PERSONS \$4591	Monthly 9 PERSONS \$5059	Income exceeds guidelines	

CCAP Eligibility Questions

- ☐ (Yes) Is parent responsible for paying child care cost for a child under 13 or a child under 18 with a disability who lives with them? (Check if yes; if no, child may not be eligible for CCAP)
- ☐ (Yes) Does every adult in household work or attend school or a training program for at least 20 hours a week? (Check if yes; if no, child may not be eligible for CCAP)
- ☐ (Yes) Is the household's total monthly gross income earned and unearned less than the amount listed below for the household size? (Check if yes and circle the income range)

2018 CCAP Eligibility Guidelines									Ineligible
Monthly 2 PERSONS \$2403	Monthly 3 PERSONS \$2884	Monthly 4 PERSONS \$3433	Monthly 5 PERSONS \$3983	Monthly 6 PERSONS \$4532	Monthly 7 PERSONS \$4635	Monthly 8 PERSONS \$4738	Monthly 9 PERSONS \$4841	Income exceeds guidelines	

I, the undersigned, confirm that the information provided on this form is true and correct. I understand that sharing the information I have provided in this application across early childhood programs in my community will facilitate matching my child to a seat, and I hereby give permission for the information provided here to be shared with program partners in the St. Martin Parish Early Childhood Network.

Parent/Guardian Signature: _____ Date: _____

TO BE COMPLETED BY ST. MARTIN PARISH EARLY CHILDHOOD NETWORK PROGRAM PARTNER

Preliminary Program Eligibility Determination Section: Based on the information provided above, your child may be eligible for the following programs:

- ☐ LA4/8g (St. Martin Parish Public Schools)
- ☐ TI/EEF (St. Martin Parish Public Schools)
- ☐ PreK Expansion Grant (Boyer's Preschool and Child Care)
- ☐ Early Head Start/Head Start (CDI Agency)
- ☐ CCAP (Child Care Centers)

I, confirm that the information provided on this form has been reviewed in determining preliminary eligibility.

Person reviewing application: _____ Date: _____

Site/Program Partner: _____

Eligibility Notification and Referral Form

Step by Step Guide

*This form is used **ONLY** if the child **WILL NOT** be enrolling in your site based on parent choice or capacity. This form is completed by Program partner staff members.*

Step 1: Check off the appropriate box in the top section.

- (Check first box if a parent has completed the coordinated application at your site and has selected another site as their first choice.)
- (Check second box if a parent has completed the coordinated application at your site, has selected your site as first choice **BUT** you are at capacity and are unable to enroll this student. This student can be placed on your waiting list.)

Step 2: Enter child's full name (Use application) and DOB (Use application)

Step 3: Use the back page of the coordinated application **Preliminary Program Eligibility Determination Section** and check off the same programs from this section.

Step 4: Use the 2nd choice column of the Matching Based on Preference section from the coordinated application to write in the name of the site that has been selected. If the parent has completed the online application, you will have to ask the parent which site was selected as "2nd choice". If the parent has selected "I do not wish to select a 2nd choice" please refer the parent to the network brochure for available choices.

Step 5: Check off the box that states the application/referral form has been completed and forwarded to Lead Agency.

Step 6: Fill in the name of the site that the Eligibility Notification and Referral form is being completed at.

Step 7: Sign/Date the Eligibility Notification and Referral Form

Step 8: Give yellow copy of Eligibility Notification and Referral Form to parent

Step 9: Keep pink copy for your own site records

Step 10: Send white copy to Lead Agency (St. Martin Parish School System) monthly in Coordinated Enrollment Documentation Folder

EARLY CHILDHOOD PROGRAM FAMILY ELIGIBILITY WORKSHEET

CHILD'S NAME _____ DATE OF BIRTH _____ APPLICATION DATE _____

☐ **Proof of Income** – *Note: Use hourly rate and income formula whenever possible for the most accurate and consistent verification.* Select which item(s) you have verified:

- _____ Positive match via the eScholar DirectMatch system
- _____ Two (2) consecutive check stubs for **EACH PARENT or CAREGIVER IN THE HOUSEHOLD** for the current year (within 2 months from the date of filling out this application.) *Use tables in the attached guide to calculate.*
- _____ An official letter from your employer stating *all* of the following: Where parent/guardian is employed, the hourly rate of pay, and the average number of hours parent/guardian works per week.
- _____ SNAP/Food Stamps – must include the child's name and valid effective dates. (Certified thru _____)
- _____ A statement from the Social Security Administration verifying that the child listed on the application is a recipient of SSI benefits. SSI benefits for any other household member must be accompanied by any other income documentation, if applicable.
- _____ Current foster care placement agreement from DCFS
- _____ Families who claim zero income of any kind must submit a Statement of No Income form.
- _____ Parents or guardians who are employed intermittently, self-employed, or who do not have tax forms, W-2 forms, check stubs, or applicable Department of Children and Family Services printouts to verify their income must submit a Declaration of Income for Irregular Employment form.
- _____ Families in a temporary living arrangement due to loss of housing or economic hardship (homeless) should have their status verified using the LEA-defined procedures for verifying homeless status.
- _____ Other: _____
 ➤ May be subject to review. (Note: 2018 tax documentation is allowable only if no other form of income verification documentation exists. Previous tax years are not allowed.)

☐ **Birth Certificate** – Initial that both items have been verified:

- _____ Verify child's date of birth (For example: Date of birth for 2019-2020 4-year-old program (LA 4, NSECD) applicants must fall within the date range of October 1, 2014- September 30, 2015.)
- _____ Verify person completing application is the parent listed on the birth certificate.
 - If person completing application is *NOT* listed on the birth certificate, court-issued custody papers or a Non-Legal Custodian Affidavit must be submitted.

☐ **Proof of Residence** - Select which item you have verified:

- _____ Louisiana driver's license,
- _____ State-issued ID card
- _____ Current utility bill with the parent's name and address.
- _____ Current lease or mortgage statement
- _____ If the parent and child live with a family member or friend, that person is to provide verification with a letter in addition to one of the above items.
- _____ In a temporary living arrangement due to loss of housing or economic hardship (Verified by LEA)

CERTIFICATION

- I confirm that the information provided on this form has been submitted by the parent/legal guardian and is true and correct to the best of my knowledge.
- I have verified original documents as are applicable and determined that this child meets applicable eligibility requirements.
- I understand that I may be audited for accuracy and eligibility. I further understand that should this student be found ineligible, the agency, organization, district, school or center may be required to return any funds received for this child or future funding may be reduced.
- I agree to retain for five years, for local audits and state-level monitoring and auditing purposes, original versions of pages 1 and 2 of this document.

Signature of Authorized Personnel _____

Date signed _____

EARLY CHILDHOOD PROGRAM FAMILY ELIGIBILITY

2019-2020 INCOME ELIGIBILITY LIMITS

Total Number of People in Household: ;
Number of Adults in Household: ; Number of Children in Household: ;
Total Monthly Household Income \$

LA 4, NSECD: 200% FPL (effective January 2019)

Family Size/Gross Monthly Income	Family Size/Gross Monthly Income
2 People ~ \$2,818	3 People ~ \$3,555
4 People ~ \$4,292	5 People ~ \$5,028
6 People ~ \$5,765	7 People ~ \$6,502
8 People ~ \$7,238	9 People ~ \$7,975

Child Care Assistance Program (CCAP): 55% SMI

Family Size/Gross Monthly Income	Family Size/Gross Monthly Income
2 People ~ \$2,403	3 People ~ \$2,884
4 People ~ \$3,433	5 People ~ \$3,983
6 People ~ \$4,532	7 People ~ \$4,635
8 People ~ \$4,738	9 People ~ \$4,841

Head Start: 100% FPL

Family Size/Gross Monthly Income	Family Size/Gross Monthly Income
2 People ~ \$1,409	3 People ~ \$1,778
4 People ~ \$2,146	5 People ~ \$2,514
6 People ~ \$2,883	7 People ~ \$3,251
8 People ~ \$3,619	9 People ~ \$3,988

Head Start: 130% FPL

Family Size/Gross Monthly Income	Family Size/Gross Monthly Income
2 People ~ \$1,832	3 People ~ \$2,311
4 People ~ \$2,790	5 People ~ \$3,268
6 People ~ \$3,747	7 People ~ \$4,226
8 People ~ \$4,705	9 People ~ \$5,184

Income limits are current as of January 2019 and may be subject to change.
The LDOE will provide a revision of this document as needed.

INCOME CALCULATION GUIDE

Monthly Income Calculation Table: How to Translate Income into a Monthly Figure	
Pay Period	Formula
Hourly	(Hourly wage x 40 hours per week) x 4.33
Monthly, same gross pay each month	Use gross salary
Paid same gross amount exactly 2 times per month (e.g., 1 st and 15 th of month)	Gross salary x 2
Paid same gross amount every 2 weeks (e.g., every other Friday)	(Gross salary ÷ 2) x 4.33
Weekly	Gross salary x 4.33

Selection/Placement:

___ Child must be 4 years of age by September of the current school year (verify using Birth certificate)

___ Child must reside within school zone (Proof of residency required)

___ Out of zone children of employees will be accepted if the school has no waiting list at the time of the 2nd round of acceptance (July of current school year) Proper zone transfer paper work must be completed and approved by Child Welfare and Attendance department.

___ The district will prioritize enrollment using the following criteria should we have more applicants than available seats:

- Students with identified developmental delays who have a current IEP
- Students who are identified as being “at-risk” using one or more of the following criteria: (1) family income at or below the poverty level, (2) cognitive, physical, or emotional concerns as identified by a health care professional or other qualified professional
- Students scoring lowest on the screener administered to all registered Pre k students

___ Acceptance into the Pre k program will be completed in three rounds.

- First round of acceptance will be at the beginning of June after initial screening process.
- Second round of acceptance will be at the beginning of July
- Final round of acceptance will be ongoing for any student that meets eligibility criteria and has completed the registration process as long as seats are available.

Program Guidelines:

Attendance:

- Each school system will keep daily attendance records for all children in the Pre k programs. In order to be counted as present for attendance purposes, a student must be present for a minimum of four(4) hours of the six (6)hour instructional period.
- Each month, the district will report to the state department through its monthly enrollment report, the number of LA4 funded children who were present for 74% of the scheduled school days each month. This data must be collected at the local level on a class by class basis.
- Documentation for excused absences must be kept on file. All such documentation should be submitted as part of the desk review monitoring process. Excused absences should not be calculated against a child's monthly attendance percentage.
- A child may be dis-enrolled from the program, at the discretion of the district, if he/she fails to meet the 74% attendance requirement for two consecutive months due to unexcused absences. Suspensions or expulsions of children should be an action of last resort and ONLY after the program has exhausted every means possible to address challenges exhibited.

Staffing:

- **Lead Teachers (must meet at least one of the following requirements)**
 - A valid and current Louisiana teaching certificate in Pre k-3, Nursery School, Kindergarten, Early Interventionist Birth-5, or Noncategorical Preschool Handicapped
 - A Practitioner License in Pre k-3
 - A valid and current Louisiana teaching certificate in Elementary Education and an Out of Field Authorization to Teach in Pre k-3, Nursery School, Kindergarten, Early

Interventionist Birth-5, or Noncategorical Preschool Handicapped

- An uncertified teacher with a baccalaureate degree and a Temporary Authority to Teach, Temporary Employment Permit, or an Out of State Certificate in Pre k-3, Nursery School, Kindergarten, Early Interventionist Birth-5, or Noncategorical Preschool Handicapped
- **Paraprofessionals/Teacher Assistants (must meet LEA specific requirements for employment and one of the following requirements)**
 - Meet the definition of “highly qualified” which may include passing of the Parapro test, achievement of an Early Childhood Ancillary Certificate, CDA, or Associate's or Bachelor's degree (LEA specific requirement)
 - Possess a high school diploma or equivalent
 - Have extended experiences of assuming responsibility and care for a group of preschool age children (younger than five years of age)

Assessments (Reporting based on Gold checkpoints)

Pursuant to 513 of Bulletin 140-Louisiana Early Childhood Care and Education Network, publicly funded sites must ensure all publicly-funded children receive completed assessments using Gold or another state approved assessment tool that is developmentally appropriate, valid, reliable, and culturally sensitive. Publicly-funded sites shall obtain approval from the Department prior to using child assessment tools different from the assessment tool provided by the Department.

Gold checkpoint reporting periods are as follows:

- October
- February
- May

Developmentally-Appropriate Curriculum

- A program must utilize a research-based, developmentally appropriate curriculum that is aligned with the Louisiana Standards for Programs Serving Four-Year-Old Children (Bulletin 105) and Louisiana Birth to Five Standards. The program must address both age appropriate and individual needs of young children and should focus on all aspects of development: physical development, social/emotional development, cognitive development, and language development. The curriculum will address all developmental areas to establish a solid foundation for later education and help children to learn how to learn. The curriculum will be integrated so that learning occurs primarily through projects, learning centers and playful activities that reflect current interests of children. Two major emphases of the program are:
 - Stimulating language and literacy experiences that require active involvement
 - Providing hands on activities
- A program must include family early intervention strategies designed to maximize children's overall development and lay the foundation for school success. Parents are recognized as serving as their children's first teachers. Strategies to help parents gain a better understanding of child development should be addressed. Services provided may include home visits, group meetings, and school-based parent resource centers.
- Activities must be developmentally appropriate and relate to program goals and objectives. Activities should include:
 - Child-initiated play in learning centers and outdoor areas
 - Active exploration, problem solving, and experimentation with real-life, hands-on materials
 - Interaction among children and between children and adults in an individual and group settings

- Integrated learning which incorporates all developmental levels: social, emotional, physical, and intellectual
- Learning through themes, projects and/or interests of the children
- Language stimulation through varied opportunities for self-expression
- Development of creativity and imagination
- Informal small group times and limited whole class time
- Positive guidance techniques using modeling and encouraging of expected behavior
- Planned parent involvement including newsletters, volunteer service in the classroom, informational workshop, and orientation
- Training for teachers and aides
- On-going assessment using a variety of tools and processes.

Class Size/Student: Teacher Ratio

- The maximum number of four-year-old children enrolled in one early childhood development class shall be no more than 20.
- Each class shall have a child to certified teacher ratio of no more than 20 to 1 and a child to adult staff ratio of no more than 10 to 1. This ratio shall be maintained at all times.

School Day/Year

- The length of the school day and the school year shall follow the provision established in R.S. 17.154.1. The school day that systems operate shall be a full day, with a minimum of 360 minutes of instructional time per day exclusive of lunch, recess and planning. Instructional days will be based upon the school calendar of each local school system with a minimum of 177 days of instruction.
 - The daily schedule shall meet the requirements of Bulletin 741 allowing for adequate nutrition and rest, with alternating periods of active and quiet activity.

Screening

- Vision/hearing/dental screens will be scheduled and must be completed within 90 days of participation

Kindergarten Transition

- Transitional activities for students/parents will be provided to ensure an easy transition to Kindergarten

Professional Development

- Pre k teachers and paraprofessionals must maintain no less than 18 clock hours of professional development per year; documentation must be kept on file at the district level