

## 2019-2020 PROGRAM PARTNER ASSURANCES

*Instructions: These assurances are to be submitted by all Program Partners. A complete submission will be used to issue Academic Approval to Type III early learning centers. Program Partners must fill in all blanks and initial each page where indicated. Incomplete assurances will not be accepted.*

**PROGRAM PARTNER INFORMATION:**

**CHECK ALL THAT APPLY TO YOUR SITE:**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Type III Child Care Center | <input type="checkbox"/> School District  | <input type="checkbox"/> Charter School |
| <input type="checkbox"/> NSECD/Nonpublic School     | <input type="checkbox"/> Early Head Start | <input type="checkbox"/> Head Start     |

Community Network/Parish Name: \_\_\_\_\_

Program Partner Center or School Name: \_\_\_\_\_

District or Site Code: \_\_\_\_\_ CCAP Provider No. (if applicable): \_\_\_\_\_ License No. (if applicable): \_\_\_\_\_

Program Partner Chief Administrator: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Primary Contact Name and Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**MY ORGANIZATION WILL COMPLY WITH ALL PROVISIONS OF STATE BOARD OF ELEMENTARY AND SECONDARY EDUCATION (BESE) BULLETIN 140 – LOUISIANA EARLY CHILDHOOD CARE AND EDUCATION NETWORK AND MY ORGANIZATION WILL:**

**I. MEMBERSHIP IN THE COMMUNITY NETWORK**

- Participate fully in the Early Childhood Care and Education Community Network as provided in Chapter 3 of Bulletin 140, including:
  - Designation of an individual to serve as the primary point of contact between this organization and the Community Network Lead Agency; and
  - Responding to communication from the Louisiana Department of Education (Department) Office Early Childhood and the Community Network Lead Agency when requested.

**II. PARTICIPATION IN THE EARLY CHILDHOOD CARE AND EDUCATION ACCOUNTABILITY SYSTEM**

- Participate fully in the Early Childhood Care and Education Accountability System as provided in Chapter 5 of Bulletin 140, including:

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- Support administrators, teachers and other staff to use BESE Bulletin 136—*The Louisiana Standards for Early Childhood Care and Education Programs Serving Children Birth-Five Years*, CLASS®, and GOLD® or an approved alternate assessment;
- Ensure that all required information for classrooms containing children from birth to five years is entered in the GOLD® online system. I understand that even if my organization is not using the GOLD® assessment, certain information such as teacher credentials, curriculum and class ratios is still required to be entered for all classrooms;
- Cooperate with the Lead Agency in my Community Network to identify all sites/classrooms to be observed with the CLASS® Toddler and CLASS® pre-K tools, unless my site serves infants only or was not open prior to October 1, and to identify all infant classrooms;
- Participate in CLASS® observations, specifically allowing two CLASS® observations for each Toddler and pre-K classroom, unless my site serves infants only or was not open prior to October 1;
- Allow third party observations to occur, unless my site serves infants only or was not open prior to October 1;
- Meet with each teacher to provide written results and feedback from local observations within five business days of receiving the information;
- Provide teachers with support to improve their interactions and instruction, including use of curriculum and assessment, in order to help prepare more children for kindergarten;
- Verify through the Department’s verification process the site-level data that has been reported to the Department for the Performance Profile;
- Participate in any required improvement planning process approved by BESE and implemented by the Department; and
- I understand that, pursuant to Bulletin 140, beginning with the 2016-2017 school year, publicly-funded sites rated as “unsatisfactory,” as defined in LAC 28:XCI.509, for two school years in any consecutive three school year period, shall lose their public funding and have their academic approval terminated.

### III. PARTICIPATION IN THE COORDINATED ENROLLMENT PROCESS

- Count all publicly-funded birth to age five children currently being served in this program as of October 1 and February 1 of each school year and submit to the Lead Agency as required by the State.
- Participate fully in the Community Network’s Coordinated Enrollment Process as provided in Chapter 7 of Bulletin 140 including:
  - A coordinated information campaign through which the Community Network informs families about the availability of publicly-funded programs serving children ages birth to five years;
  - A coordinated eligibility determination through which the Community Network coordinates enrollment, eligibility criteria, and waiting lists to ensure that families are referred to other available publicly-funded early childhood programs should they be ineligible for or unable to access their primary choice;
  - A coordinated application process through which the Community Network conducts a unified application process so families can easily indicate their enrollment choices for publicly-funded programs; and
  - A process for matching based on family preference through which the Community Network enrolls at-risk children, using available public funds and based upon stated family preferences.
- Inform parents and caregivers that they may request that the Department review the placement of their child resulting from the coordinated enrollment process as indicated in Bulletin 140.

**THE FOLLOWING SECTIONS ARE REQUIRED FOR TYPE III CHILD CARE CENTERS ONLY:**

**I. RESPONSE REQUIRED: TYPE III CENTER SCHOOL READINESS TAX CREDIT ELECTION (YOU MUST SELECT ONE):**

**Choose an option from this dropdown.**

**II. ANCILLARY CERTIFICATE REQUIREMENTS FOR TYPE III CENTERS**

I understand the following:

- A Lead Teacher is defined as the early childhood care and education classroom teacher that is primarily responsible for the classroom for a minimum 20 hours a week for every classroom providing full-day care in a publicly-funded site;
- Pursuant to Bulletin 140, all lead teachers in full day type III early learning centers hired into their role prior to July 1, 2017 must obtain their early childhood ancillary certificate by July 1, 2019; and all lead teachers in full day type III early learning centers hired into their role on or after July 1, 2017 must obtain their early childhood ancillary certificate within 24 months from their date of hire;

**RESPONSE REQUIRED: As of July 1, 2019, all of the lead teachers who have been working in my center for 24 months or more will have met the requirement set forth in Bulletin 140 (YOU MUST SELECT ONE):**

**Choose an option from this dropdown.**

PLEASE NOTE: The Early Childhood Ancillary Certificate does not fulfill the requirement of a valid and current Louisiana teaching certificate for lead teachers in publicly-funded pre-K (LA 4 and NSECD) classrooms and it will not qualify an individual to work as a lead teacher in public schools. The bachelor's degree and teaching certificate requirement for pre-K teachers in public and non-public schools will remain the same. Head Start teacher requirements will continue to follow the national credential and qualification guidelines.

*By my signature below, I am indicating agreement with all of the requirements listed above. Failure to comply with all provisions of Bulletin 140 may result in the termination of your Academic Approval.*

\_\_\_\_\_  
Signature of Chief Administrator for Program Partner Organization

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Administrator Title

\_\_\_\_\_  
Name of Center/School

\_\_\_\_\_  
Chief Administrator Telephone number

\_\_\_\_\_  
Chief Administrator Email address

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