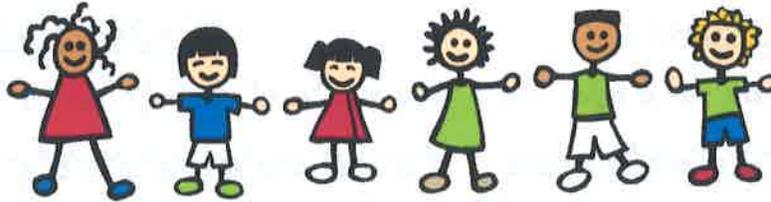


St. Martin Parish Early Childhood Programs

Updated June 2021



Title I

LA-4 (Cecile Picard)

Education Excellence Fund (EEF)

8g Preschool Block Grant

Early Head Start

Head Start

Early Childhood Staff

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Head Start Program Director

St. Martin Parish Early Childhood Network

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Coordinated Enrollment:

The St. Martin Early Childhood Network under the leadership of St. Martin Parish school board reports 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.

Selection/Placement(Pre k 4):

___ 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 the 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 the 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 (Pre k 4):

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 emphasis 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



St. Martin Parish Early Childhood Network
Coordinated Enrollment Procedures Manual
Updated January 2021



Coordinated Enrollment Procedures Manual 2021-2022



Contents



- **Bulletin 140 Requirements**
- **Policies and Procedures Statement**
- **Application Process Procedures**
- **Referral Process Procedures**
- **Application & Referral System Procedures Flow Chart**
- **Coordinated Enrollment Campaign Samples**
- **Forms**
 - Coordinated Enrollment Application (2 Sided)
 - Eligibility Notification and Referral
 - Waiver Letter
 - Seats Available (Monthly Report)
- **Resources**
 - Site Registration Process Chart
 - Income Eligibility Charts
 - CCAP Application Process
 - How to Determine Age Chart
 - Coordinated Application Step by Step Guide
 - Eligibility Notification and Referral Form Step by Step Guide



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 ensure that each publicly funded family fills out the coordinated enrollment application, will fill out the online Referral System Documentation Log monthly, and will submit any referral forms and/or waiver letters to the Lead Agency by the end of each month.



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 paper application(if computer/phone is not available) or online application

- Coordinated Enrollment Application which includes Matching Based on Preference and Eligibility Determination

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](#)

Step 6: Program Partner designee completes online Coordinated Enrollment Application if paper application was filled out

- Fill out the online Coordinated Enrollment application for each publicly funded child based on the information the parent filled out on the paper application
 - ◆ Link to Online Enrollment Application can be found on the Early Childhood Page in each Program Partner’s page



Referral Process Procedures

Step 1: Complete Eligibility Notification and Referral Form

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

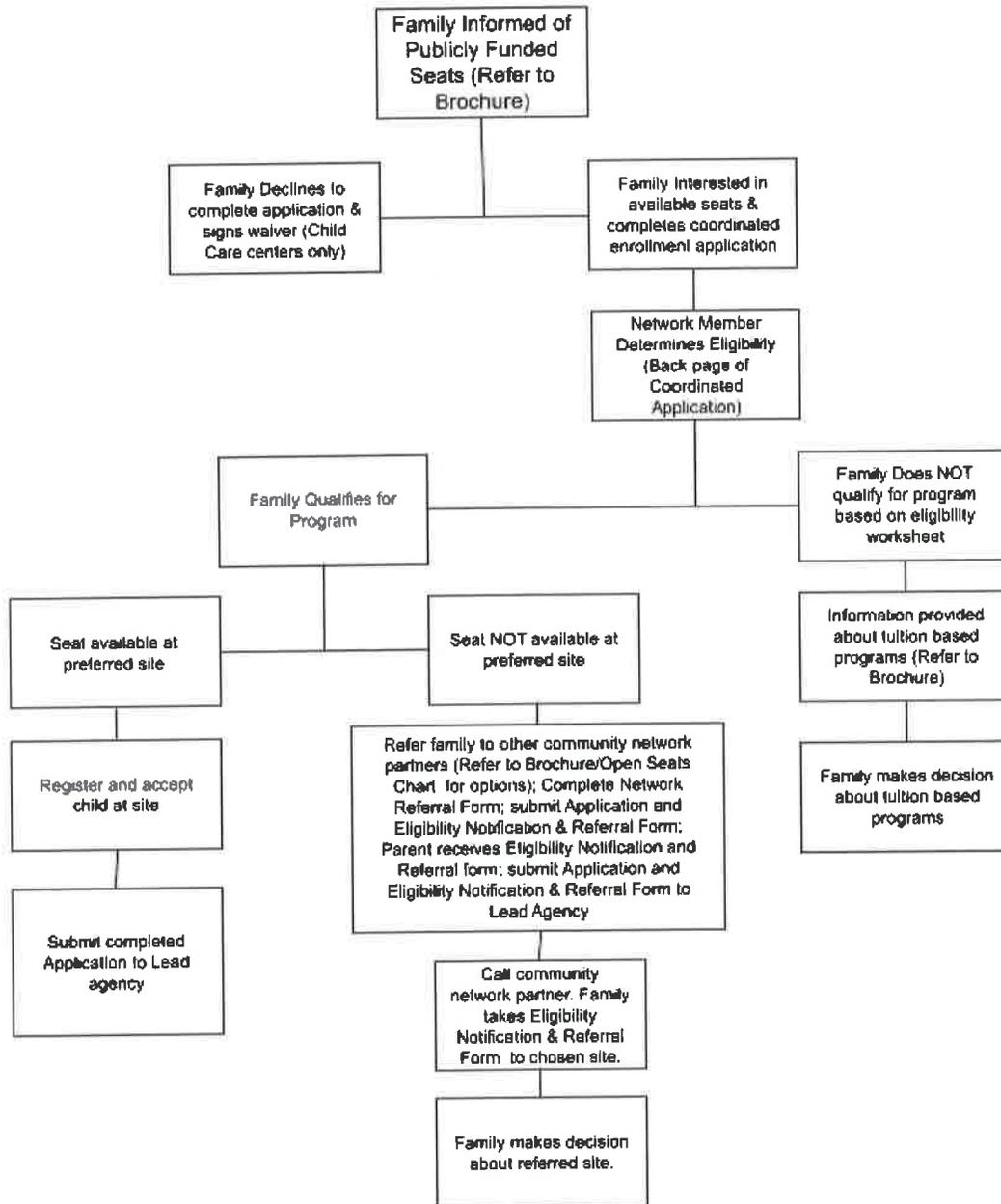
Step 2: Provide Parent with brochure and copy of Eligibility Notification and Referral Form

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



Open Enrollment Begins March 8, 2021

- St. Martin Parish Head Start / Early Head Start**
Online Registration Only
- Type III Child Care Centers**
- Boyer's Preschool & Child Care Inc. 332-6116
 - Owen's Developmental Learning Center 394-3377
 - Little Blessings of Breauz Bridge 332-4539
 - St. Martin Sunshine Playschool 394-9615
 - St. Martinville Early Head Start Academy 342-2571
 - St. Martinville Head Start Academy 342-2646
 - Breauz Bridge Head Start Academy 442-6502
 - Cecilia Head Start Academy 754-7785



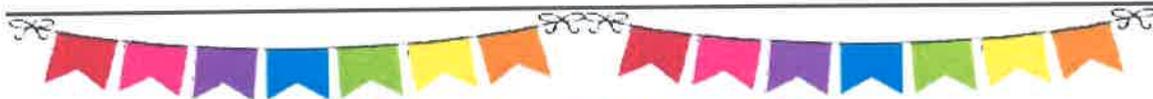
To register for the schools listed below visit the SMPSB Early Childhood Network page at www.saintmartinschools.org

Must be 4 years old by Sept. 30, 2021 (*Online Registration Only*)

**Parks Primary- Breauz Bridge Primary- Catahoula Elementary- Early Learning Center-
Stephensville Elementary- Cecilia Primary**

For any questions or more information contact the Early Childhood Department at [337-909-2815](tel:337-909-2815).

Quick Reference Chart									
St. Martin Parish Early Childhood Community Network Program Partners	Infants	Toddlers	Pre-K3	Pre-K4	Transition Provided	CCAP Accepted	Fees May be Required	Before & After Care Services May Be Provided	Children with Special Needs Included
Boyer's Preschool & Child Care Inc.	x	x	x	x		x	x		x
Little Blessings of Breauz Bridge	x	x	x	x		x	x		x
Owens Developmental Learning Center	x	x	x	x		x	x		x
St. Martin Sunshine Playschool	x	x	x	x		x	x		x
Breauz Bridge Head Start Academy	x	x	x	x					x
Cecilia Head Start Academy	x	x	x	x					x
St. Martinville Early Head Start Academy	x	x							x
St. Martinville Head Start Academy			x	x					x
Breauz Bridge Primary				x	x				x
Catahoula Elementary				x	x				x
Cecilia Primary				x	x			x	x
Early Learning Center				x	x				x
Parks Primary				x	x			x	x
Stephensville Elementary				x	x				x



ST. MARTIN PARISH

Early Childhood Network

Open Enrollment Begins March 8, 2021



Type III Child Care Centers

Contact each center for registration

Boyer's Preschool & Child Care Inc.

332-6116

Owen's Developmental Learning Center

394-3377

Little Blessings of Breaux Bridge

332-4539

St. Martin Sunshine Playschool

394-9615

St. Martin Parish Head Start / Early Head Start

Online Registration Only

www.saintmartinschools.org

St. Martinville Early Head Start Academy

342-2571

St. Martinville Head Start Academy

342-2646

Breaux Bridge Head Start Academy

442-6502

Cecilia Head Start Academy

754-7785

contact each center for more information

To register for the schools listed below visit the SMP SB Early Childhood Network page at

www.saintmartinschools.org

Online Registration Only

Must be 4 years old by Sept. 30, 2021



Parks Primary
Breaux Bridge Primary
Catahoula Elementary
Early Learning Center
Stephensville Elementary
Cecilia Primary



For any questions or more information contact the Early Childhood Department at [337-909-2815](tel:337-909-2815).



Coordinated Information Brochure (Sample)



ST. MARTIN PARISH Early Childhood Network

Put together pieces of information to help you.

Community Network Supporting Partners



Visit Louisiana School Finder to view the school performance scores and early childhood performance ratings to see how well schools and centers in our network are preparing students for the next grade-level.

www.louisianaschools.com

All childcare facilities in the Early Childhood Network utilize the Louisiana Birth to Five Standards. Staff members are all trained to assess students using Teaching Strategies Gold. We also utilize the CLASS observation tool to ensure effective student and teacher interactions. Representatives from all Early Childhood Network facilities meet regularly to collaborate on ways to continue to improve Early Childhood education in St. Martin Parish.

ST. MARTIN PARISH Early Childhood Network

Put together pieces of information to help you.



For more information, contact St. Martin Parish Early Childhood Network:

Brooks Richard

Nicole Angelle

www.saintmartinschools.org

For additional information about these services, contact:

Migrant and ELL

Homeless

Speech/Child Search

ST. MARTIN PARISH Early Childhood Network

Put together pieces of information to help you.



The goal of St. Martin Parish is to provide families with quality child care and learning experiences for children from infant to five years old so they can be prepared to enter Kindergarten. St. Martin Parish School Board, Head Start, Early Head Start and Type III child care centers are working together to increase the quality of all programs so that families have several choices for their child.

ST. MARTIN PARISH Early Childhood Network

Put together pieces of information to help you.

St. Martin Parish Public Schools

<p>Breaux Bridge Primary</p> <p>1020 E. Bridge St. Breaux Bridge, LA 70517 332-1821</p>
<p>Catahoula Elementary</p> <p>1016-A Catahoula School Hwy St. Martinville, LA 70582 334-3611</p>
<p>Cecilia Primary</p> <p>1021 Alvide Bonin Rd. Cecilia, LA 70521 687-6700</p>
<p>St. Martin Luther King Center</p> <p>1120 Martin Luther King Dr. St. Martinville, LA 70582 909-3300</p>
<p>Parks Primary</p> <p>1034 Main St. Parks, LA 70582 845-9683</p>
<p>Stephensville Elementary</p> <p>3213 Hwy 70 Morgan City, LA 70380 985-385-1386</p>

ST. MARTIN PARISH Early Childhood Network

Put together pieces of information to help you.

Type III Child Care Centers

<p>Boyer's Preschool & Child Care Inc.</p> <p>1026 Gary Dr. Breaux Bridge, LA 70517 332-6116</p>
<p>Little Blessings Childcare & Preschool of Breaux Bridge</p> <p>1822 Rees St. Breaux Bridge, LA 70517 332-4539</p>
<p>Owens Developmental Learning Center</p> <p>7052 Main Hwy. St. Martinville, LA 70582 394-3377</p>
<p>St. Martin Sunshine Playschool</p> <p>113 Rosweber Hwy St. Martinville, LA 70582 394-9615</p>

ST. MARTIN PARISH Early Childhood Network

Put together pieces of information to help you.

St. Martin Head Start / Early Head Start

<p>Breaux Bridge Head Start Academy</p> <p>109 Carver St. Breaux Bridge, LA 70517 454-6331</p>
<p>Cecilia Head Start Academy</p> <p>1720 Coteau Rodaire Hwy Arnaudville, LA 70512 754-7785</p>
<p>St. Martinville Early Head Start Academy</p> <p>501 S. Martin Luther King Dr. St. Martinville, LA 70582 342-2618</p>
<p>St. Martinville Support Center Academy</p> <p>310 S. Theater St. St. Martinville, LA 70582 342-2520</p>



Coordinated Information Website

District ▾ Schools ▾

 **St. Martin Parish School District**

Translate Faculty Student Parent

Q

ABOUT DEPARTMENTS POLICIES EMPLOYMENT OPPORTUNITIES NEW STUDENT ONLINE REGISTRATION

***REGISTRATION for St. Martin Parish
Early Childhood Program Partners for the
2021-2022 school year will begin
MONDAY, MARCH 8, 2021. More information to follow.***

CLICK [HERE](#) TO FIND OUT MORE INFORMATION ABOUT OUR TYPE III CHILD CARE CENTERS LISTED BELOW

- Boyer's Preschool and Child Care Inc.
- Little Blessings of Breaux Bridge
- Owen's Developmental Learning Center
- St. Martin Sunshine Playschool

CLICK [HERE](#) TO REGISTER FOR ST. MARTIN PARISH EARLY HEAD START & HEAD START CENTER LOCATIONS FOR THE 2021-2022 SCHOOL YEAR

- *Breaux Bridge Head Start Academy*
- *Cecilia Head Start Academy*
- *St. Martinville Early Head Start Academy*
- *St. Martinville Head Start Academy*

CLICK [HERE](#) TO REGISTER FOR ST. MARTIN PARISH PUBLIC PREK PROGRAMS FOR THE 2021-2022 SCHOOL YEAR

- Breaux Bridge Primary
- Catahoula Elementary
- Cecilia Primary
- Early Learning Center
- Parks Primary
- Stephenville Elementary

ST. MARTIN PARISH EARLY CHILDHOOD LEADERSHIP MEETINGS

- August 20, 2020
- October 15, 2020
- December 17, 2020
- February 18, 2021
- April 15, 2021

St. Martin Parish Early Childhood Network Blueprint

Please click the above link to see the vision/mission for our Early Childhood Network



Forms and Resources