



BOBBY JINDAL
GOVERNOR

Kristy H. Nichols
SECRETARY

State of Louisiana

Department of Social Services
Division of Child Care and Early Childhood Education

July 8, 2009

Dear Class A Child Care Provider,

The Division of Child Care and Early Childhood Education, Child Care Licensing and Regulatory Section reminds you that if as a licensed Class A provider you provide transportation, **you are required to conduct a visual check of the vehicle to ensure that no child is left in the vehicle.** Immediately upon unloading the last child and to ensure that all children have been unloaded, the driver/staff shall physically walk through the vehicle and inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior. The driver/staff shall record the time of the inspection and sign his/her full name indicating that all children were removed from the vehicle.

Any child care center that transports children or arranges for the transportation of children must be licensed to provide transportation. Licensing regulations can be found at this link:

<http://www.dss.louisiana.gov/classstandards>

All regulations related to transportation are important and in place to assist in protecting the children in your care. It is your responsibility to make certain that all staff members are thoroughly trained in these requirements. Accurate transportation and daily attendance logs are not merely paperwork, but critical components of the facility's child safety program.

Louisiana's families have many expectations for child care, but first on every parent's list is safety. Please review the transportation regulations and make sure all staff members know the requirements and practice them daily. Together we can ensure that child care is safe for every child, everyday.

You may find this information helpful for staff and parents ***Hot Weather, Unattended Vehicles Can Prove Deadly for Children*** posted on the DSS website

<http://www.dss.louisiana.gov/index.cfm?md=newsroom&tmp=detail&articleID=143>

If you have any questions regarding transportation or other child care licensing issues, please call the Child Care Licensing and Regulatory Section at (225) 342-9905.

Sincerely,

Sherry Guarisco, Executive Director
Division of Child Care & Early Childhood Education