



MyTeachingStrategies™ Checkpoint Calendar

For All Program Types

This is a suggested 12-month timeline for programs participating in a Bright & Early ND and using MyTeachingStrategies.

Checkpoint Period	Documentation Window	Assessment Window	Checkpoint Period Due Date
Winter (1/1-4/30)	1/1-3/31	4/1-4/30	4/30
Spring (5/1-8/31)	5/1-7/31	8/1-8/31	8/31
Fall (9/1-12/31)	9/1-11/30	12/1-12/31	12/31

JANUARY							FEBRUARY							MARCH							APRIL							
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
	1	2	3	4	5	6					1	2	3					1	2	3	1	2	3	4	5	6	7	
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10	8	9	10	11	12	13	14	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17	15	16	17	18	19	20	21	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24	22	23	24	25	26	27	28	
28	29	30	31				25	26	27	28				25	26	27	28	29	30	31	29	30						
MAY							JUNE							JULY							AUGUST							
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
		1	2	3	4	5						1	2	1	2	3	4	5	6	7					1	2	3	4
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31		
SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER							
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
						1		1	2	3	4	5	6					1	2	3							1	
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	
30																					30	31						

Definitions

Checkpoint Period

Bright & Early ND implements three yearly checkpoint periods. A checkpoint period is the timeframe where programs will observe, document and assess children's development and learning. Programs will be expected to continually complete checkpoints throughout the entire three-year Quality Rating period.

Documentation Window

During this window, Teachers and Caregivers will observe, document, and assign preliminary levels. Preliminary levels are not final checkpoint decisions; those will be made at the end of the checkpoint period.



The Documentation Status Report will help you see, at a glance, where you may need more observations. This will help you to know who you have not observed for specific objectives and dimensions. This report should be generated before the assessment window to ensure that there is sufficient documentation for you to finalize your checkpoint levels.

Assessment Window

The assessment window is during the last month of the checkpoint period. This is where Teachers or Caregivers will make their final assessment by assigning a level for each objective. This will mark the checkpoint as completed and programs must select finalize by the checkpoint period due date.



The Assessment Status Report will tell you how far you have progressed in completing the assessment for a checkpoint period. Continue to generate this report throughout the assessment window until all status bars are colored green.

Special Situations

New Enrollment

If a new child is enrolled into your program or classroom at the end of a checkpoint period the following is recommended:

- If a child is enrolled in April, August or December; it is recommended to add them to your MyTeachingStrategies account **after** the start of the new checkpoint period (see checkpoint period dates on page 1). This allows the program time to get to know the child as well as collect accurate data on their development.

Using 'Not Yet' and 'Not Observed' Levels

'Not Yet' is used when the earliest indicator (Level 1) is not a reasonable expectation for a child based on their age. It may also be marked if Teachers or Caregivers have had enough opportunities to observe or elicit the objective, but the child has not yet demonstrated any of the Levels.

'Not Observed' is used to when the child has not had enough opportunities to demonstrate a particular objective. In other words, the Teacher or Caregiver cannot pinpoint a level because there is not enough evidence. This level is typically seen when a child is frequently absent or newly enrolled to the program.