



Bright & Early

NORTH DAKOTA

We'll Shine Together

2014-2015
Playbook

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(218) 299.7237
www.brightnd.org



Hello!

Do you want to reach the top of your profession and stand out from the crowd? Do you want what's best for the children in your care? Bright & Early is for providers and teachers just like you. We give you the 4 steps to achieve your highest potential and offer financial rewards every step of the way. This is your opportunity to create a thriving future for your children and your program. Ready to get started?

Good News!

We've gathered a simple collection of resources to support your important work. Looking to buy new toys and learning materials- let Bright & Early help cover the cost. Want recognition for a job well done - you got it! You'll have support every step of the way with these resources at your fingertips.

- ❑ **Playbook:** Start with a guide that outlines the four steps proven to deliver positive results for children.
- ❑ **Coach:** Your personal coach will be by your side the entire time, so you never have to go it alone.
- ❑ **Dollars:** Receive the opportunity to apply for grant dollars to purchase items children need to learn.
- ❑ **Bonus Awards:** Earn bonus dollars when you complete step 2, step 3 and step 4 in the playbook.
- ❑ **Recognition:** Receive a marketing tool-kit to celebrate a job well done.

Children have 1,825 days from the day they are born until they enter kindergarten. Incredibly, 90% of brain development happens doing this short time. Bright & Early knows that your work matters. That's why we want to recognize your important work and thank you for a job well done. Join us- we'll shine together.



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www.brightnd.org

AVAILABLE NOW

STEP 1



Health and Safety

- Provide a safe and healthy environment for children focused on preventing injuries and reducing the spread of germs.

(Details page 3)

AVAILABLE NOW

STEP 2



Space and Materials

- Offer a variety of materials to support play and learning experiences for children with different interests and abilities.
- Serve nutritious food to children.

– PLUS –

 **Health and Safety**

(Details page 4)

ARRIVING SOON

STEP 3



Activities and Experiences

- Provide written information to families upon enrollment and annually about the availability of screening and early intervention services in the community.
- Use a curriculum that supports each child's development. The curriculum is aligned with the Birth to Three Early Learning Guidelines and the North Dakota Pre-Kindergarten Standards.
- Use an approved assessment tool to learn about each child's development. Use the results of the assessment to:
 - set goals with families for each child's learning and development
 - plan learning activities that build upon each child's strengths and provide opportunities for further growth

– PLUS –

 **Space and Materials**

 **Health and Safety**

(Details page 5)

ARRIVING SOON

STEP 4



Relationships & Interactions

- Develop warm and supportive relationships with children and help children develop positive relationships with each other.
- Place an emphasis on children's interests, motivations and points of view in daily activities and interactions.
- Facilitate children's critical thinking and language development through interactions with children.

– PLUS –

 **Activities and Experiences**

 **Space and Materials**

 **Health and Safety**

(Details page 6)

Alternate Pathway for Accredited Programs. (See page 10)

Professional Development

(Details page 7)

- Individuals have the knowledge and skills needed to work with children birth through five and their families
- Director, Family/Group Licensee, or Principal has specialized preparation in business and program administration specific to early learning



Health and Safety



Step 1

Health and Safety

The Goal

- Provide a safe and healthy environment for children focused on preventing injuries and reducing the spread of germs.

Why?

Children need to be healthy and feel safe to learn and grow.

Checklist to Show These Goals Have Been Met

CHILD CARE AND PRIVATE PRESCHOOL PROGRAMS

- Serve children between the ages of birth to five
- Licensed by the North Dakota Department of Human Services for at least one year
- License is in good standing. This means that the program has not had any of the following correction orders in the last 2 years.

Family License

75-03-08-08.1 (11)
Supervision
75-03-08-09
Staffing
Requirements
75-03-08-14 (2)
Facility Safety
75-03-08-23
Discipline
75-03-08-24 (1a.3)
and (1a.6) Infant
Care
75-03-08-24 (1d.1,
2 and 6) Infant
Sleeping

Group License

75-03-09 09
Staffing
Requirements
75-03-09-12
Supervision
75-03-09-18 (7)
Facility Safety
75-03-09-23
Discipline
75-03-09-24 (1a.3)
and (1a.6) Infant
Care
75-03-09-24 (1d.1,
2 and 6) Infant
Sleeping

Center License

75-03-10-08
Staffing and Group
Size Requirements
75-03-10-12 (3)
Supervision
75-03-10-18 (6)
Facility Safety
75-03-10-23
Discipline
75-03-10-24 (1a.3)
and (1a.7) Infant
Care
75-03-10-24 (1d)
Infant Sleeping

Preschool License

75-03-11-09
Staffing Requirements
75-03-11-10 (4)
Supervision
75-03-11-18 (2)
Facility Safety
75-03-11-23
Discipline



Space and Materials



Step 2

Space and Materials

The Goals

- Offer a variety of materials to support play and learning experiences for children with different interests and abilities.
- Serve nutritious food to children.

Why?

A child's work is play! Having enough of the right materials that are set-up in a chosen space encourages children to play. When children develop good play skills, they are better prepared for school, work and life.

Checklist to Show These Goals Have Been Met

CHILD CARE AND PRIVATE PRESCHOOL PROGRAMS

-  **Health and Safety** (Step 1, see page 3)
- Bright & Early observer completes an Environment Rating Scale (ERS) observation. Earn an average program level score of 4.0 or greater with no lower than a 2.75 in Personal Care Routines.
Center and Group Non-Residential License:
 - *The Infant Toddler Environment Rating Scale* is used in center classrooms with children ages birth - 2 ½ years. Observations are conducted in 33% of randomly selected classrooms. Infant and toddler classroom scores are averaged to calculate a program level score.
 - *The Early Childhood Environment Rating Scale* is used in classrooms with children ages 2 ½ - 5 years. Observations will be conducted in 33% of randomly selected classrooms. Preschool classroom scores are averaged to calculate a program level score.**Family/Group Residential License:** *The Family Child Care Environment Rating Scale* is used in home-based settings with mixed ages. One observation is conducted per family or group child care program.
Preschool License: *The Early Childhood Environment Rating Scale* is used in classrooms with children ages 2 ½ - 5 years. Observations are conducted in 33% of randomly selected classrooms. Preschool classroom scores are averaged to calculate a program level score.
- Enrolled in the Child & Adult Care Food Program (CACFP)
 - If the program is not eligible for the CACFP, the menu is analyzed using the Bright and Early Nutrition Checklist found online at www.brightnd.org.
- Meet professional development goals. (See page 7)



Activities and Experiences



Step 3

Activities and Experiences

The Goals

- Provide written information to families upon enrollment and annually about the availability of screening and early intervention services in the community.
- Use a curriculum that supports each child's development. The curriculum is aligned with the Birth to Three Early Learning Guidelines and the North Dakota Pre-Kindergarten Standards.
- Use an approved assessment tool to learn about each child's development. Use the results of the assessment to:
 - set goals with families for each child's learning and development
 - plan learning activities that build upon each child's strengths and provide opportunities for further growth

Why?

Development is so important in the early years that we do not simply want to hope that children get all of the experiences they need to learn. Instead, we want to put a long-term plan in place to make sure learning happens. We call this plan for the children's learning the "curriculum". Assessment shows you if your curriculum is working. By using an assessment tool, you can see progress in children's development over time.

Checklist to Show These Goals Have Been Met

CHILD CARE AND PRIVATE PRESCHOOL PROGRAMS

-  **Health and Safety** (Step 1, see page 3)
-  **Space and Materials** (Step 2, see page 4)
- Provide documentation of the written information you share with families about the availability of screening and early intervention in the community. Submit one of the following:
 - 1) brochure with the date distributed to families
 - 2) a copy of your newsletter with date distributed to families
 - 3) other written information meeting this criteria with the date distributed to families
- Complete the Bright & Early curriculum alignment worksheet with your coach. This worksheet shows how your curricula meet the North Dakota Birth to Three Early Learning Guidelines and the Pre-Kindergarten Standards (www.brightnd.org)
- OR -
Adopt a curriculum that is already aligned and meets the North Dakota Birth to Three Early Learning Guidelines and the Pre-Kindergarten Standards. Find a list of pre-aligned curricula at www.brightnd.org.
- Adopt an approved assessment tool. Find a list of approved assessment tools at www.brightnd.org.
- Receive a passing score on the Bright & Early Child Portfolio Checklist. Find the checklist and scoring system at www.brightnd.org.
- Meet professional development goals. (See page 7)



Relationships and Interactions



Step 4

Relationships and Interactions

The Goals

- Develop warm and supportive relationships with children and help children develop positive relationships with each other.
- Place an emphasis on children's interests, motivations and points of view in daily activities and interactions.
- Facilitate children's critical thinking and language development through interactions with children.

Why?

When adults develop warm and caring relationships with each child, children do better in school. Research shows that children in programs with higher CLASS™ scores make greater academic and social gains than those in programs with lower CLASS™ scores.

Checklist to Show These Goals Have Been Met

CHILD CARE AND PRIVATE PRESCHOOL PROGRAMS

 **Health and Safety** (Step 1, see page 3)

 **Space and Materials** (Step 2, see page 4)

 **Activities and Experiences** (Step 3, see page 5)

Bright & Early observer completes a *Classroom Assessment Scoring System* (CLASS) observation. Earn an average program level score of:

- 4.0 Emotional Support
- 3.0 Classroom Organization
- 2.0 Instructional Support

Center and Group Non-Residential License: The Pre-K CLASS is used in center classrooms with children ages 3 - 5 years. Observations are conducted in each Pre-K classroom. Pre-K classroom scores are averaged to calculate a program level score. Infant and Toddler CLASS observations will begin in 2016.

Family/Group Residential License: The Pre-K CLASS is used in home-based settings according to best practices in scoring for mixed age groups from the CLASS authors. One CLASS observation is conducted per family or group child care program.

Preschool License: The Pre-K CLASS is used in classrooms with children ages 3 - 5 years. Observations are conducted in each Pre-K classroom. Pre-K classroom scores are averaged to calculate a program level score.

Meet professional development goals (See page 7)

Professional Development

The Goals

- Individuals have the knowledge and skills needed to work with children birth through five and their families
- Director, Family/Group Licensee, or Principal has specialized preparation in business and program administration specific to early learning

Why?

Just like a nurse needs on-going education, so do those working with young children. Working with young children is science-brain science!

Checklist to Show These Goals Have Been Met

Childcare and Private Preschool Programs meet Growing Futures Career Pathways

STEP 1 	STEP 2 	STEP 3 	STEP 4 
<input type="checkbox"/> Licensing Compliance	<input type="checkbox"/> Lead Teachers¹ 15% at Pathway E or Higher	<input type="checkbox"/> Lead Teachers 45% at Pathway E or Higher	<input type="checkbox"/> Lead Teachers 60% at Pathway E or Higher
	<input type="checkbox"/> Assistant Teachers² 15% at Pathway D or Higher	<input type="checkbox"/> Assistant Teachers 45% at Pathway D or Higher	<input type="checkbox"/> Assistant Teachers 60% at Pathway D or Higher
	<input type="checkbox"/> Aides³ 15% at Pathway A or Higher	<input type="checkbox"/> Aides 15% at Pathway B or Higher	<input type="checkbox"/> Aides 45% at Pathway B or Higher
	<input type="checkbox"/> Director⁴ Pathway E or Higher	<input type="checkbox"/> Director Pathway F or Higher	<input type="checkbox"/> Director Pathway G or Higher + Aim4Excellence Director's Credential
	<input type="checkbox"/> Family/Group Child Care Licensee⁵ Pathway C or Higher	<input type="checkbox"/> Family/Group Child Care Licensee Pathway D or Higher	<input type="checkbox"/> Family/Group Child Care Licensee Pathway E or Higher + 7 Hours Business Training
	<input type="checkbox"/> Family/Group Child Care Paid Employees⁶ 15% at Pathway B or Higher	<input type="checkbox"/> Family/Group Child Care Paid Employees 30% at Pathway B or Higher	<input type="checkbox"/> Family/Group Child Care Paid Employees 45% at Pathway B or Higher

Pathways listed above are the North Dakota Growing Futures Career Pathways. For more information please see page 8, or visit www.ndgrowingfutures.org.

¹**Lead Teacher:** The individual assigned to teach a group of children and who is responsible for daily lesson planning, child assessment and curriculum planning. This individual may also supervise other members of the teaching team. In some settings, this person is called the Head Teacher.

²**Assistant Teacher:** A member of the teaching team who shares responsibility with the Lead Teacher for the care and education of an assigned group of children.

³**Aide:** A member of the teaching team assigned to a group of children who works under the direct supervision of the Lead Teacher or Assistant Teacher.

⁴**Director:** The individual located on site who is responsible for planning, implementing, and evaluating the program. Roles for director vary and include director, manager or principal.

⁵**Family/Group Child Care:** Family License or Group Supervisor listed on the program license.

⁶**Family/Group Child Care Paid Employees:** An individual who is a paid employee by the Family or Group Licensee.

Appendix 1

Growing Futures Career Pathways



North Dakota Professional Development

Career Category		Preparation Level	Career Opportunities
		BASIC	
A		<ul style="list-style-type: none"> Minimum of a high school diploma or GED Current First Aid / CPR certification Completion of 12 hours ND Basic Child Care Course since January 1, 2008 	<ul style="list-style-type: none"> Family or Group Child Care - DHS licensed Center Lead Teacher - DHS licensed School age Program Aide
B		All of A PLUS completion of at least 28 additional hours of Growing Futures Approved training to include 10-14 hours in each of the following ND Core Competency Areas: Area II: Learning Environments and Curriculum and Area VI: Health, Safety and Nutrition - OR - Documentation of at least 14 hours equivalent professional preparation in each ND Core Competency Areas II and VI by an organization with expertise in early childhood workforce preparation (US Military, Head Start, vocational training programs) - OR - 3 semester credit college course directly applicable to Category B Core Competency Areas [^]	<ul style="list-style-type: none"> Center Aide (Bright & Early ND) School age Program Teacher/Caregiver
C		All A and B PLUS completion of at least 40 additional hours of Growing Futures Approved training to include 10-14 hours in each of the following ND Core Competency Areas: Area I: Child Growth and Development; Area III: Assessment and Planning for Individual Needs; and Area IV: Interactions with Children - OR - Documentation of at least 14 hours equivalent professional preparation in each ND Core Competency Areas I, III, and IV by an organization with expertise in early childhood workforce preparation (US Military, Head Start, vocational training programs) - OR - 3 semester credit college course directly applicable to Category C Core Competency Areas [^]	<ul style="list-style-type: none"> Family or Group Child Care (Bright & Early ND Step 2)
D		All of A, B, and C PLUS completion of at least 40 additional hours of Growing Futures Approved training to include 10-14 hours in each of the following: ND Core Competency Area V: Families and Communities; Area VII: Program Planning and Evaluation; and Area VIII: Professional Development and Leadership - OR - Documentation of at least 14 hours equivalent professional preparation in each ND Core Competency Areas V, VII, and VIII by an organization with expertise in early childhood workforce preparation (US Military, Head Start, vocational training programs) - OR - a 1-year Early Childhood Certificate from a vocational or technical school - OR - a Montessori Teacher Certificate - OR - 3 semester credit college course directly applicable to Category D Core Competency Areas [^]	<ul style="list-style-type: none"> Family or Group Child Care (Bright & Early ND Step 3) Center Assistant Teacher (Bright & Early ND) Montessori Teacher School age Program Group Leader
E		Current CDA Credential - OR - CCDS Apprenticeship Credential - OR - Early Childhood diploma (DHS department approved)	<ul style="list-style-type: none"> Family or Group Child Care (Bright & Early ND Step 4) Center Lead Teacher (Bright & Early ND) Preschool Lead Teacher Center Director - DHS licensed (Bright & Early ND Step 2) Preschool Director - DHS licensed School Age Director - DHS licensed Teacher Assistant in Accredited Program Early Head Start I/T Teacher
F		Center Directors Credential (national Aim4Excellence Directors Credential or state specific) PLUS either Current CDA Credential - OR - Documented qualifications for center director as specified in DHS Child Care Center Rules 75-03-10-10	<ul style="list-style-type: none"> Center Director - DHS licensed (Bright & Early ND Step 3)
G	G1	A.A. degree in Early Childhood Education or Child Development - OR - A.A. degree in a related field with at least 12 semester credits* in Early Childhood Education or Child Development - OR - A.A.S in Early Childhood Education or Child Development with at least 12 semester credits* in Early Childhood or Child Development (requires additional coursework to articulate to a higher degree) - OR - Bachelor degree or higher in a related field with at least 12 semester credits* in Early Childhood Education or Child Development	<ul style="list-style-type: none"> Center Director - DHS licensed (Bright & Early Step 4) Head Start Teacher Head Start Home Visitor Growing Futures Quality Assured Trainer, Level 1
	G2	- OR - Bachelor degree in Human Service field (requires additional preparation to qualify for direct care and education positions)	<ul style="list-style-type: none"> Child Care Licensor Child Protection Service Provider
H	H1	B.A or B.S. degree in Early Childhood Education or Child Development with at least 24 semester credits* in Early Childhood Education or Child Development - OR - B.A. or B.S. in a related field with at least 24 semester credits* in Early Childhood Education or Child Development	<ul style="list-style-type: none"> Center Director, Accredited Center Head Start Education Coordinator Head Start Curriculum Specialist Head Start Director (qualifications vary) CCR&R Consultant or Coordinator Lead Teacher in an accredited center Mentor or Journey Teacher Early Intervention Specialist Growing Futures Quality Assured Trainer, Level 2
	H2	- OR - B.S. Ed in Early Childhood with at least 32 semester credits in Early Childhood Education + - OR - B.S. Ed in Elementary Education with at least 24 semester credits in Early Childhood Education or Child Development++ - OR - Bachelor degree in related field with ND ESPB Teaching License or Certificate Pre-K or K-6	<ul style="list-style-type: none"> Pre-K / Kindergarten Teacher (requires teaching license)
I		Masters degree in Early Childhood Education or Child Development with at least 24 semester credits* in Early Childhood Education or Child Development (undergraduate, graduate, or combination) - OR - Masters degree in related field as required for career positions with at least 18 semester credits in Early Childhood or Child Development (undergraduate, graduate, or combination)	<ul style="list-style-type: none"> School Psychologist College or University Instructor
J		Doctorate in Early Childhood Education or Child Development with at least 24 semester credits* in Early Childhood Education or Child Development (undergraduate, graduate, or combination) - OR - Doctorate in a related field as required for career position with at least 18 semester credits in Early Childhood or Child Development (undergraduate, graduate, or combination)	<ul style="list-style-type: none"> Clinical Practice College or University Professor Researcher

[^] CEU topics and college courses must be related to early care and education. Topics for which the primary focus is parenting, foster care, family systems, teens or adults, life span development, substance abuse and intervention, or related to fields such as nursing, nutrition, psychology, sociology, etc. do not apply.

^{*} Hours are based on percentage of total hours required for majors in ECE by North Dakota Institution of Higher Education as defined by the ND Early Childhood Higher Education Consortium.

⁺ Hours are based on the total hours required by the North Dakota Education Standards and Practices Board (ESPB) for degrees leading to teacher licensure. This degree prepares an individual to be licensed to teach birth through 3rd grade.

⁺⁺ Hours are based on the total hours required by the North Dakota Education Standards and Practices Board for degree programs leading to teacher licensure. This degree prepares an individual to teach Pre-K in the public schools.

NOTES:

Various positions and employers may require additional hours and/or qualifications.

College credits and degrees must be earned from accredited degree programs offered by regionally accredited institutions (recognized by the U.S. Department of Ed and the Council for Higher Ed Accreditation) or by NCATE, and acceptable for transfer to the NDUS institutions

Related field refers to degrees focused on young children's development and learning that include completion of a minimum of 18 semester credits of early childhood or child development coursework.

Growing Futures
 PO Box 2279
 Fargo, ND 58108
 (218) 512-1598 or
 (800)452-3646
www.ndgrowingfutures.org

What benefits will I gain as a partner of Bright & Early?



www.brightnd.org

AVAILABLE NOW

STEP 1



Health and Safety

- 90+ free EasyReach training courses
- \$600 scholarship to earn a Child Development Associate (CDA) Credential
- \$1200 scholarship towards a degree in early childhood education

Bonus:

Marketing Toolbox

- Cheat Sheet: Top 5 quotes to say to parents when they pick their child up (hint: they'll be thanking you!)
- Permission to use the Bright & Early logo in your marketing materials
- Window decal identifying you as a Bright & Early Partner
- Leadership Guide: 4 activities to excite staff and get them on board with Bright & Early (you can do these tonight at your staff meeting!)

AVAILABLE NOW

STEP 2



Space and Materials

All of Step 1 benefits

PLUS

- Grant dollars to buy learning materials (up to \$75 per child)
- Personal coach from Child Care Aware of North Dakota® (100% of past participants say this is the best benefit of Bright & Early)
- Free Course: Set Goals + Create a Successful Child Care Program (\$150 value)
- Workbook: 4 exercises to master Step 2.
- Extra revenue! Bonus dollars for a job well done (up to \$100 per child)

Bonus:

Marketing Toolbox

- Parent Brag Bundle: Series of 3 postcards you need so parents understand the work you're doing with Bright & Early!
- Newsletter template
- Press release
- Poster
- Graphics to post on your favorite social media sites

ARRIVING SOON

STEP 3



Activities and Experiences

All of Step 1 & 2 benefits, including your own personal coach and more bonus dollars!

PLUS

- Grant dollars to purchase a curriculum, assessment tool, or equipment to streamline your assessment system

Bonus:

Marketing Toolbox

ARRIVING SOON

STEP 4



Relationships & Interactions

All of Step 1, 2 & 3 benefits, including your own personal coach and even more bonus dollars!

Bonus:

Marketing Toolbox

Recognition:

Recognition as a Bright & Early Partner to the 6,200 parents looking for child care each year through Child Care Aware of North Dakota®

Are you saying that programs who choose not to participate are not good?

Definitely not. There are many excellent programs that have not yet chosen to participate in Bright & Early North Dakota. The simple truth is that it is difficult to demonstrate the quality of programs who choose not to participate.

We are proud to say that those who have joined Bright & Early North Dakota, have gone above and beyond in order to ensure their knowledge is current and their program is top-notch. All participants, whatever step they are on, are star programs who have committed to providing the best possible care to prepare children for school and life.

Overview



Is there an alternate pathway for accredited programs?

Yes. Accredited programs may choose to follow the traditional steps in Bright & Early North Dakota, or complete an alternate "accreditation pathway". Bright & Early honors accreditation from NAEYC, NAFCC, NAC and COA. A certificate of accreditation from one of these organizations serves as confirmation that the program meets the Bright & Early goals for step 2 and step 3 along with the professional development requirements through step 4. To qualify for step 4, accredited programs must have a CLASSTM observation completed by a Bright & Early team member and meet the required scores.

How Do I Get Started?

It's easy. Simply fill out a partnership agreement found at www.brightnd.org. There is no cost to partner with Bright & Early. Join us- we'll shine together.



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