



## Parent Cheat Sheet for In-Kind Submissions in the Learning Genie App



| Type of Submission                                                                                                                                                                                   | When Can You Submit?                                                                                                                                                                                                                                                                                                                                                                   | Does it Need a Comment?                                                                                                                                                                                                                                                                     | Possible Comment...                                                                                                                                                                                |
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| <b>At-Home Activities</b><br><br><b>At-Home Connections / Weekly Activities</b><br><br>Early Head Start- <b>Frog Street</b><br><br>Head Start - <b>Connect 4 Learning (C4L)</b>                      | <b>Weekly:</b> Submit total time spent once a week <i>on or after</i> the last day of the activity week.<br><br><b>For Example:</b><br><br><b><i>Week 2: My Senses 8/11-8/17.</i></b><br>This activity should be submitted <i>on or after</i> 8/17, the last day of the activity.                                                                                                      | 1. If the parent submits prior to the last day of the week.<br><a href="#">Recording Time for Assigned Activities (video)</a><br><br>2. If the parent submits more than the recommended appropriate time for the child.<br><a href="#">Home Connection Activity Guidelines by Age Group</a> | <b>For example:</b><br><br>1. The activity was submitted early because we completed all the activities by 8/16.<br>2. We did the activities multiple times and did more than the recommended time. |
| <b>Lending Library (LL)</b><br>Please complete the educational lending library activities of your choice using the theme-related book, and record the total time spent for the week after completion | <b>Weekly:</b> Submit total time spent once a week <i>on or after</i> the last day of the activity week.<br><br>Example: Read 20 minutes a day, 7 days a week. Total time spent was 140 minutes for the week.<br><br><i>Use this document to record the appropriate time spent based on the age of your child.</i><br><a href="#">Home Connection Activity Guidelines by Age Group</a> | 1. If the parent submits more than the recommended appropriate time for the child.<br><br>2. Share the book that was read. <i>(Optional)</i>                                                                                                                                                | <b>For example:</b><br><br>1. We enjoyed reading the books and read them twice or over 30 minutes a day.<br>2. Cat in the Hat.                                                                     |
| <b>Parent Class Activity (PCL)</b>                                                                                                                                                                   | <b>Daily:</b> Parents that interact directly with their own child can use the 'Parent Class Activity' option to submit their time.<br><br><i>These activities normally occur during drop-off and pick-up.</i>                                                                                                                                                                          | Yes, a brief description of the activity.                                                                                                                                                                                                                                                   | <b>For example:</b><br><br>1. Health Collage<br>2. Helping washing hands<br>3. Hatch Ignite (applicable classroom)                                                                                 |



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| Type of Submission<br><b>At-Home Activities</b>                                                                                                                                                                                                                                                         | When Can You Submit?                                                                                                                                 | Does it Need a Comment?                                                  | Possible Comment...                                                                                                                                                                                                                             |
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| <b>Special Home Connection (S1)</b>                                                                                                                                                                                                                                                                     | Submit when the teacher sends a specific activity / Special Home Connection Activity.                                                                | Yes, a brief description of the activity.                                | <b>For example:</b><br><br>1. Arts and Craft<br>2. Social Emotional Learning / Sharing                                                                                                                                                          |
| <b>Everyday Routine (R)</b><br><br>View the Everyday Routine list in the Learning Genie App:<br><br>1. Open the Learning Genie App<br>2. Select the In-Kind Report<br>3. Select the Add Option<br>4. Select the At-Home Option<br>5. Select the drop-down menu<br>6. Select the Everyday Routine Option | <b>Weekly:</b> Submit total time spent once a week <i>on or after</i> the last day of the week. Use the At-Home activities date to record your time. | <b>Optional.</b> If you would like to share what you and your child did. | <b>For example:</b><br><br>1. <i>Brushing teeth:</i> We discussed why brushing our teeth is important.<br>2. <i>Bath Time:</i> My child was able to locate their arms, legs, and eyes.                                                          |
| <b>Daily Activities (DA)</b><br><br>View the Daily Activities list in the Learning Genie App:<br><br>1. Open the Learning Genie App<br>2. Select the In-Kind Report<br>3. Select the Add Option<br>4. Select the At-Home Option<br>5. Select the drop-down menu<br>6. Select the Daily Routines Option  | <b>Weekly:</b> Submit total time spent once a week <i>on or after</i> the last day of the week. Use the At-Home activities date to record your time  | <b>Optional.</b> If you would like to share what you and your child did. | <b>For example:</b><br><br>1. <i>Taking a Walk:</i> We walked around our neighborhood and my child identified cars, trees, and animals.<br>2. <i>Visiting a Store:</i> My child identified apples and counted the number of apples in our cart. |



## Parent Cheat Sheet for In-Kind Submissions in the Learning Genie App



| Type of Submission<br><b>Volunteer Activities</b>                                                                                                                                                                                                                                                                                                               | When Can You Submit?                                                                                                                                                                      | Does it Need a Comment?                                                                                                 | Possible Comment...                                                                                                                                                                                                                                                                                                                                                            |
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| <p>List of Volunteer Activities</p> <p>View the Volunteer List in the Learning Genie App:</p> <ol style="list-style-type: none"><li>1. Open the Learning Genie App</li><li>2. Select the In-Kind Report</li><li>3. Select the Add Option</li><li>4. Select the Volunteer Option</li></ol> <p><a href="#"><u>Recording Time for Volunteer Activities</u></a></p> | <p><b>Daily</b></p> <p>Parents can submit their volunteer time in the app after completing any of the volunteer activities listed in the volunteer section in the Learning Genie App.</p> | <p><b>Yes</b></p> <p>A short comment is required to help understand what the parent did for the volunteer activity.</p> | <p>"Helped clean the classroom after snack time."</p> <p>"Cut out shapes for a classroom art project."</p> <p>"Attended the parent meeting at the center."</p> <p>"Assisted with organizing classroom supplies."</p> <p>"Helped set up for the family event."</p> <p>"Attended monthly parent committee meeting."</p> <p>"Participated in the family engagement workshop."</p> |