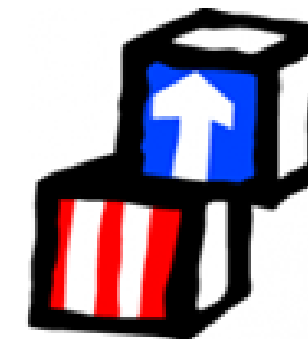




How to Guide Series:

Submitting Additional Home Activities

Presented by
Sabrina Hayles– Data Training Specialist

Objective:



Know how to:

- a) Submit additional time



Step 1:

- Go to the In-Kind Section
- Tap on the (+) icon.



Step 2:

- Tap on the arrow to reveal the drop-down menu.

Add an Activity

Search activity ID/description, theme/resou...

Conscious Discipline

CM 5–6–Conscious Discipline: Choices & Positive Intent (chapters 5 & 6): Learn how offering clear, positive choices builds cooperation and reduces power struggles. Parents will also learn how to see their child’s behavior through the lens of positive intent—recognizing that all behavior is communication and responding with empathy and guidance. Record the total time spent for the week.

CM 7–8–Conscious Discipline: Empathy & Building Connection (chapters 7 & 8): Learn how to connect with your child through empathy by acknowledging feelings before addressing behavior. Parents will practice language that builds emotional safety, strengthens relationships, and helps children feel seen, heard, and understood. Record the total time spent for the week.

CM 9–10–Conscious Discipline: Encouragement & Building Self-Worth (chapters 9 & 10): Learn how to shift from praise to encouragement in ways that build intrinsic motivation and confidence. Parents will explore strategies that focus on effort, growth, and contribution, helping children develop a strong sense of self-worth. Record the total time spent for the week.

CM 11–12–Conscious Discipline: Consequences

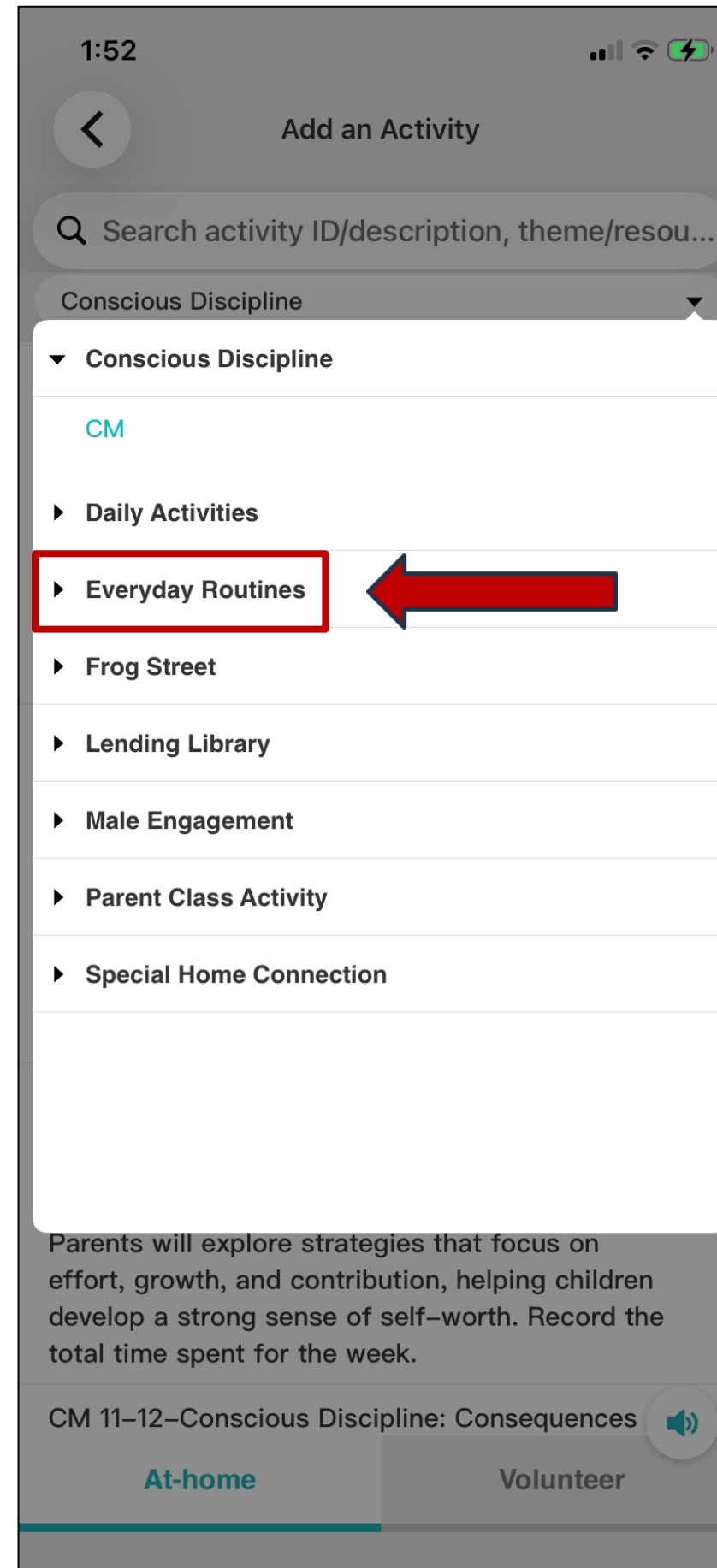
At-home

Volunteer



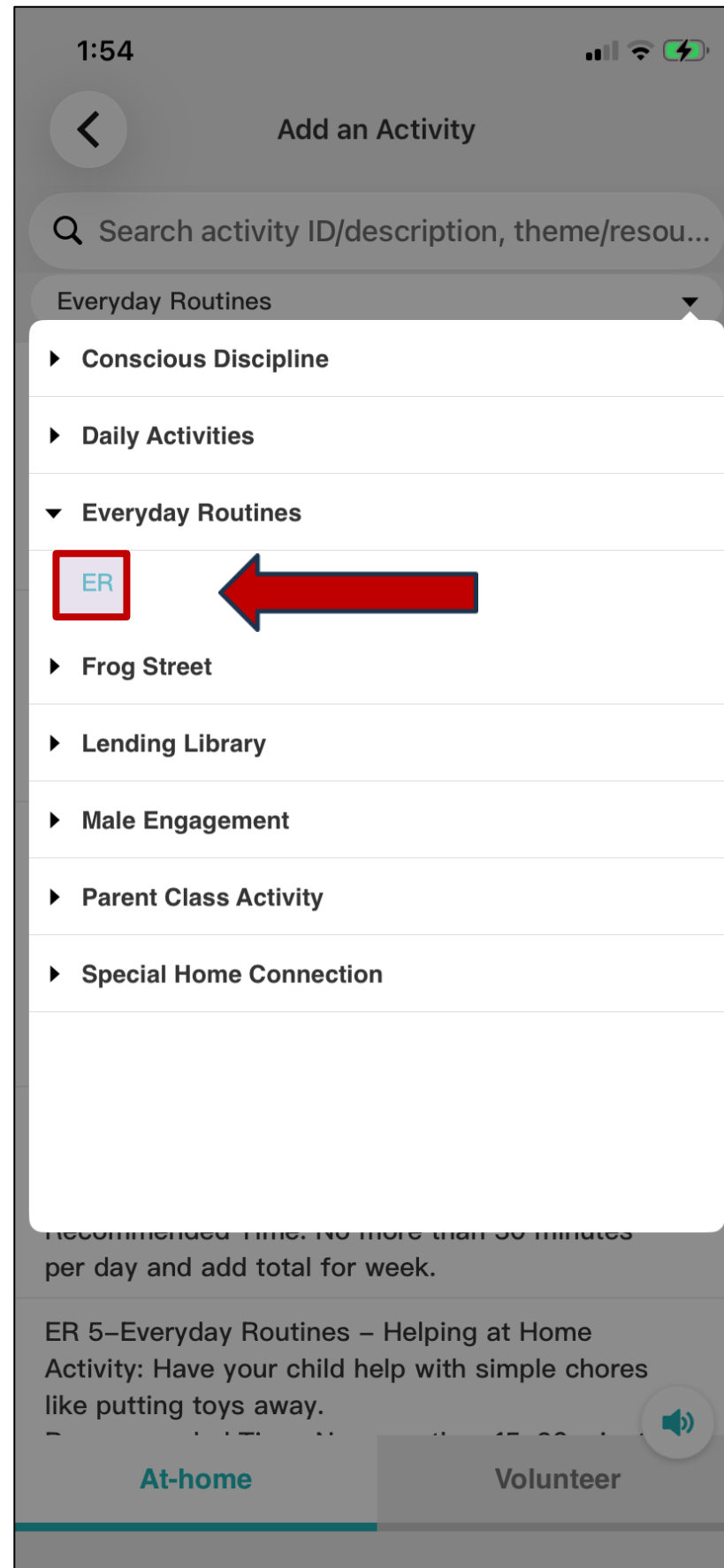
Step 3:

- Tap on the area you would like to add time for.



Step 4:

- Tap on the abbreviation.



Step 5:

- Tap on activity to highlight it.
- Tap on Select

1:54

Add an Activity

Search activity ID/description, theme/resou...

Everyday Routines

practice brushing their own teeth after you demonstrate.
Recommended Time: No more than 2–5 minutes per day and add total for week.

ER 2–Everyday Routines – Bath Time
Activity: Encourage your child to name body parts while washing (“This is my arm; my leg”).
Recommended Time: No more than 15–20 minutes per day and add total for week.

ER 3–Everyday Routines – Dressing for Bed or Getting ready for School
Activity: Ask your child to pick out their clothes and try to put on socks, shoes, or a shirt by themselves.
Recommended Time: No more than 15–30 minutes per day and add total for week.

ER 4–Everyday Routines – Eating Dinner
Activity: Invite your child to set the table by counting out spoons, forks, or napkins.
Recommended Time: No more than 30 minutes per day and add total for week.

ER 5–Everyday Routines – Helping at Home
Activity: Have your child help with simple chores like putting toys away.
Recommended Time: No more than 15–20 minutes per day and add total for week.

Select



Step 6:

- Select the amount of time spent on the activity.
- Add comment (if required) in the comment section.
- Tap Done



Add Report

Description	Time/Mileage						
ER 2. Everyday Routines – Bath Time Activity: Encourage your child to name body parts while washing (“This is my arm: my leg”). Recommended Time: No more than 15–20 minutes per day and add total for week.							
Comment (optional)							
Add Comment							
Done							
09/10/2026							
<table><tbody><tr><td>15 mins</td><td>30 mins</td><td>45 mins</td></tr><tr><td>60 mins</td><td>75 mins</td><td>Other</td></tr></tbody></table>		15 mins	30 mins	45 mins	60 mins	75 mins	Other
15 mins	30 mins	45 mins					
60 mins	75 mins	Other					

Note:

Activity is to be entered **once** with the total amount of time for the week.

Activity should be submitted on the last day of the week (Sunday).



Step 7:

- To enter time for another activity, tap +Add.
- Tap Submit when finished

1:56 📶 🔋

⬅ Add Report

Description	Time/Mileage
ER 2. Everyday Routines – Bath Time Activity: Encourage your child to name body parts while washing (“This is my arm; my leg”). Recommended Time: No more than 15–20 minutes per day and add total for week.	100 mins 09/10

Comment (optional)

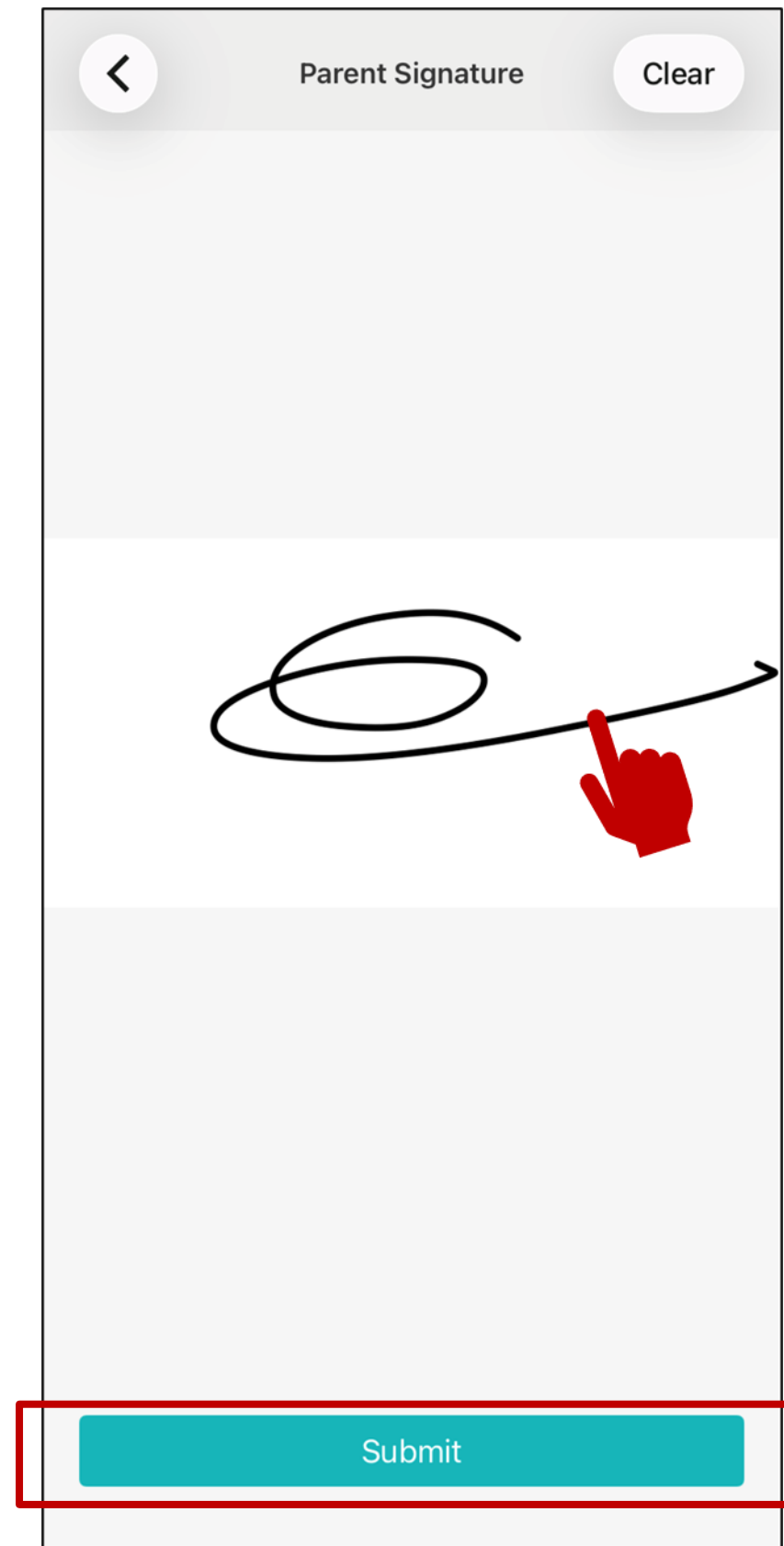
+ Add

Submit



Step 8:

- Sign your name using your finger
- Tap Submit



- Time has been submitted for a home activity

1:56 Parent Signature Clear



Sabrina Hayles Training
Thank you for helping our school!

Activities 1	Total Value \$45.37
Total Time 1 hr 40 mins	

Submit



What did we learn

How to add additional time for home activities in Learning Genie

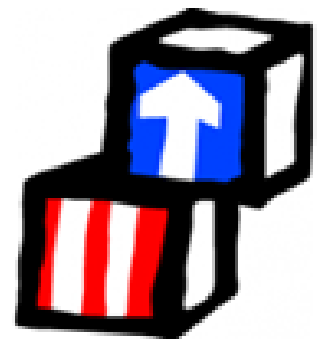
The screenshot shows the Learning Genie app interface. At the top, there's a date range selector set to '08/01/2026 - 08/31/2026'. Below this is a circular progress indicator showing '2/10' and a 'Submit Activity' button. The main section displays a summary of activities:

Total Activities	Total Value
3	\$170.13
Total Time	Total Mileage
6 hrs 15 mins	0

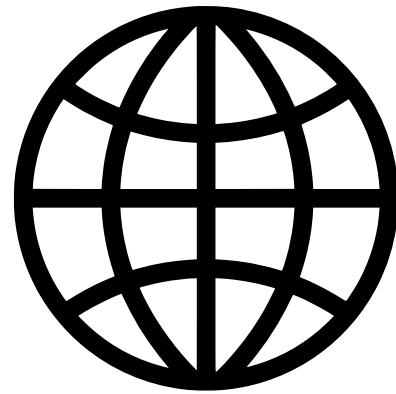
At the bottom, there are three buttons: 'Revise', 'Add', and 'History'. A red square highlights the 'Add' button, and a red arrow points to it from the right.



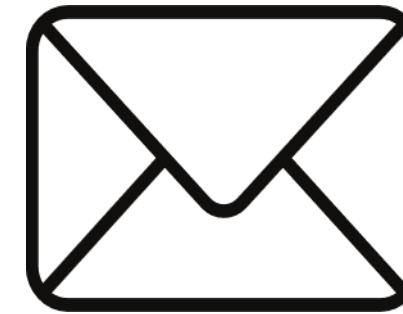
Thank you for joining us!



Need more help?



Visit us at 4cflorida.org, on our
Head Start Parent & Provider Training page.



You can also send us a message from our
Contact Us Option.

