



# Preschool & School-Age Tadpoles Daily Report Directions

Daily reports will be updated throughout the day by adding entries to a child's report or to the classroom report.

If you add an entry to the classroom report it will then be copied to each child automatically. You can make any individual edits by switching over to the child and viewing the entry on their report.

Parents do not have visibility to the daily report until you give them access. That will happen automatically when you check the child out at the end of the day. The other option is to click the "publish" button on the child's daily report on the device, which will send a daily report immediately to the parents. Any changes you make after that will be sent to the parents on a 30 minute basis throughout the day until the child is checked out.

Changes to the daily report can be made by the teacher on the device and edits can be made by the director from the web dashboard at [tadpoles.com](http://tadpoles.com). We will keep the changes in sync in real-time. If the device is offline the changes will be applied automatically once it is back online.

- I. Entering a Meal
  - A. Entering Food
    - a. Prior to meal:
      - i. Choose "meal"
      - ii. Under add meal make sure "food" is highlighted in red
      - iii. Indicate the time the meal was started by selecting "now", the time may be adjusted as need by tapping the – or +
      - iv. Type in the items the child will be eating
      - v. Choose "done"
    - b. To add a meal to the entire class:
      - i. Tap on your classroom name above the children's pictures
      - ii. Choose "meal"
      - iii. Under add meal make sure "food" is highlighted in red
      - iv. Indicate the time the meal was started by selecting "now" the time may be adjusted as need by tapping the – or +
      - v. Type in the items the children will be eating
      - vi. Choose "done"



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- B. Breakfast – enter items served to the whole class
- C. Lunch –
  - a. Tuition Rooms: Parent Provided
  - b. GSRP – Enter items served to the whole class
- D. Snacks – Enter items served to the whole class
- E. Notes about the amount eaten can be added to individual children's daily reports as needed or requested by the parent

## II. Individual & Classroom Notes

### A. Individual Notes

- a. From the daily report screen choose the child who you would like to add the note for.
- b. Select "note" from the bottom right corner of the screen.
- c. If the note is to remind the child to bring an item select the item(s) the child needs to bring (i.e. diapers, wipes, extra clothes, outside clothing, etc.).
- d. You can also type an individual note in the "notes" section for the child.
- e. Choose "save".

### B. Medication/Sunscreen

- a. From the daily report screen choose "meds".
  - i. Enter the time
  - ii. Enter the amount of medication administered (i.e. 5)
  - iii. Enter the type of medication (i.e. ml)
  - iv. Enter the name of the medication administered
  - v. Choose the picture of the staff person who administered the medication
  - vi. Add any additional notes
- b. Choose "save".
- c. Medication and Sunscreen/Bug Spray **MUST** still be recorded on Medication and Sunscreen/Bug Spray Form.

### C. Classroom Notes

- a. From the daily report screen choose the classroom name at the top of the roster, (i.e. "Pooh Corner," "Magic Kingdom," "Youth Group," etc.).
- b. Select "note" from the bottom right corner of the screen.
- c. Type the note in the "notes" section – you can select past notes that have been typed for your class by selecting "past".



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- d. Choose “save”.

**Note:** This will only add the note to children who are checked in to the classroom it will not be sent to ALL children.

## III. Classroom Activities

At the very minimum Small Group Time (including each group in the classroom) and one additional activity must be entered into Tadpoles daily (i.e. Large Group Time, Planning Time, Greeting Time, Outside Time etc.).

- a. From the home screen with tiles choose the “lesson plans” tile
- b. Select the date you are entering activities for
- c. Select “activity” at the bottom of the screen
- d. Choose the Ages & Stages area(s) that corresponds with the activity you are planning to write about
- e. Scroll to the “description” section and enter a description of the activity, include:
  - i. The time of day, i.e. Small Group Time, Greeting Time, Outside Time, etc., the teacher of the group for Small Group Time (if describing Planning Time or Recall Time identify the teacher for that group also), and what the children explored
  - ii. At least one sentence about why the activity was planned
  - iii. Add two to three sentences detailing the activity
- f. The activities **MUST** be entered into the lesson planning tool in Tadpoles during daily team planning. Note: The activities must be entered one day prior to the day they will be held.
- g. The activities **MUST** be entered in past tense as the parent(s) will read them after they happen

Example - Yesterday during Work Time many of the children used the small pegs and peg boards, so today during Small Group Time Ms. Jolene’s small group explored the pegs and pegboards. The children noticed that we had egg carton trays with colors in the bottom, along with the small pegs from the toy area. The children were encouraged to notice the colors of the pegs and use their fine motor skills to put their pegs in the small holes on the pegboards and in the cartons. Finally the children made their plans by putting pegs on the area signs for which area they were going to play in.



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## IV. Photos with Captions

See the section titled Adding a Caption to a Picture under Classroom Features for more details

- A. Each published report **MUST** include at least one individual picture of the child; with a caption that includes,
  - A brief description of the activity that the child is participating in
- B. In addition, each published report **MUST** include at least one group photo; with a caption that includes,
  - a. A brief description of the activity that the group is participating in
  - b. Language used by the children during the activity



During Small Group Time this morning, Ms. Jolene's small group explored pegs and pegboards. Kayden and Keegan used their fine motor skills to place several pegs in the pegboard holes. Bella picked up the blue peg and said, "blue." Some of the other children grouped their pegs into piles on the table.

During Large Group Time this morning the group explored the parachute. We used our large motor skills to shake the parachute fast and slow. We used directional words to guide the way we moved the parachute; up, down, and side to side. The children's vocabulary was expanded during this activity as they repeated our directions. One child said, "up high" when we raised the parachute over our heads.

