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1. Introduction and Company Expectation

Company policies and procedures are based on several sets of rules, criteria and guidelines. These include licensing rules, NAEYC accreditation criteria, Health Department rules, and HighScope recommendations. Policies and procedures are also carefully considered to ensure that they are consistent with our philosophy.

All employees are expected to comply with all company policies and procedures at all times. Expectations are rarely made and most rules/regulations are non-negotiable. If concerns arise about the validity or effectiveness of a policy or procedure, they should be addressed with an administrator. Employees are expected to hold their coworkers accountable for complying with all rules, policies, and procedures. This includes discussing concerns with the coworker and/or sharing concerns with an administrator.

This manual has been prepared to give you the knowledge necessary to become an effective and responsible staff person. We expect you to read it so that you know the standards and practices of ABC Academy, Inc.

“Recognize the power of a team; no one succeeds alone.”
- Carly Fiorina

“There is no substitute for excellence.”
2. Organizational Structure for Tadpoles

**Center Directors.** The Center Director ensures that Tadpoles is being utilized in all classrooms of the center at all times during the hours of operation.

**Assistant Directors.** The Assistant Director is responsible for ensuring that Tadpoles is utilized in the Center Director's absence. Assistant Directors are also classroom teachers.

**Lead Teachers.** The Lead Teacher ensures that Tadpoles is being fully utilized at all times in the classroom.

**Teacher Assistants.** The Teacher Assistant completes tasks assigned to them by the Lead Teacher. Ensures that Tadpoles is fully utilized in the Lead Teacher's absence.

**Teacher Aides.** The Teacher Aide keeps Tadpoles current in the classroom they are assigned to work in; including but not limited to covering breaks during rest time and at the end of the day.

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*ABC Academy uses Tadpoles electronic communication system to communicate daily with our families.*
3. Administrative Features

A. Entering Child Profiles

The Center Director is responsible for entering children into Tadpoles upon enrollment in the center.

From the Attendance Screen select “Add Child”

1. Enter child info
   a. “child’s full name”
   b. “choose classroom”
2. Choose a sibling (optional)
   a. if the child’s last name matches the last name of a child already entered into Tadpoles you will have the option to select a sibling
   b. if the child you are entering has a sibling click on the siblings picture to select it
3. Choose a guardian (optional)
   a. when you select a sibling that child’s guardians will appear
   b. if the child’s guardians are the same as the siblings click on each guardian to select them
4. Click “create”
5. Enter child’s “birthday” and “enrollment date”
6. On the first day of attendance the child's classroom teacher is responsible for taking a profile picture of the child

Add Guardians

1. Under “guardians” click “add” in the green box
2. Enter the guardian’s “full name”
3. Enter the guardian’s “email address” (addresses can be found on the Child Information Card, on the Admission Form or in CRM, if you find an email address that you have not entered into ProCare it should be added so that both parents have an email address entered in ProCare) it is crucial for the guardian’s email addresses to be entered correctly
4. Enter the guardian’s “type” – for most parent’s you will select “primary”
5. Enter the guardian’s “mobile phone” – you may enter additional phone numbers but MUST at least enter the mobile phone for text messaging
6. Repeat steps 1 thru 5 for the second guardian
7. Once complete choose “done”
8. Then choose “done” again on the child’s profile
B. Adding Staff Profiles
The Center Director is responsible for adding staff into Tadpoles prior to their first day in the classroom.

From the Attendance Screen select “Add Employee”

1. Enter employee info
   a. “full name”
   b. “role”
   c. “location”
2. Enter “email address” – this will allow the teacher to create a login to use in accessing features on the Tadpoles website
3. Enter mobile “phone number” – this will allow text messaging to staff through Tadpoles
4. Click “create”
5. Employees must have a picture taken on the iPad to add to their employee profile on their first day working in a classroom

C. Checking to See if Parents Are Receiving Emails
We do recommend that parents send a test email to "updates@tadpoles.com". That will help ensure emails are delivered for some mail providers.

You can check the delivery status for a daily report by going onto the dashboard. Switch over to daily reports and change the date to yesterday or the last date the child attended. Then click on the child in question. Below their daily report will be a delivery history.

If you provide Tadpoles with the email addresses that are having issues they can trace them. Sometimes parents accidentally mark an email as spam which prevents Tadpoles from sending them an email. Tadpoles can unblock those when requested.

D. Changing Attendance Times
You can edit an attendance time from the app on the device.

1. In the app, slide to the roster screen.
2. Tap on the child & select, "child profile."
3. Touch the row that says, "attendance."
4. Use the wheels to enter the correct time!
E. Deleting or Reactivating a Child

Children can be graduated from Tadpoles via their Profile.

From the dashboard, go to the attendance tab or roster tab. Click on the child, click profile and then under enrollment change their status to graduated.

From the app, go to the "kids" screen and then tap the child to view their profile. Then tap on the status row to change their status to graduated.

If you expect the child to return at some point in the future, use the suspended status. You can then find them under the "pipeline" tab and reactivate them from the roster under "inactive" when they return (i.e. Summer Break, Winter Break, Spring Break, etc.) This can only be done from the computer not from the iPad app.

If the child will not return you can “delete” them from the roster under “inactive”. Choose the child’s picture then change their status to “deleted” and click “done”.

F. Maintaining Name to Face Recognition

We are entrusted to keep a careful eye on the whereabouts of children while they are in our care. Tadpoles aims to make this easy and intuitive by giving teachers the ability to move children from room to room and make a connection with each child's image in the process.

A great way to maintain our name to face ratio is by creating classrooms for locations around the building. Some examples of this would be creating a class for the toddler playground, the yoga classroom, the computer lab, the resource room, etc. You could even create a class for specialists who pull children out of the classroom. Creating these classrooms will help you in a couple of ways. Firstly, having teachers use their devices to move children to and from these locations will ensure that you're maintaining name to face recognition during any and all transitions. Additionally, you'll have a more accurate count of children in each room and around the building, which will help you from an attendance standpoint.

The extra classrooms are highlighted in green below as an example of what a director's dashboard would look like with all of these spare rooms added.
**How to Set-up Extra Rooms:**
1. Log into your dashboard.
2. At the top, where it says, "choose a classroom," click the green, "Add Class" button.

3. It will ask you to name the class and select an age group. Type in the name of your class & select, "any age" for the child type. Click, "create"

4. That's it! You should see your new classroom pop right up on your dashboard!

**G. Viewing Child & Staff Movements on the Dashboard:**
1. Log into the dashboard & navigate to the, "attendance" tab.
2. Locate the attendance panel on the right side of the screen.
3. Hover over a teacher/child's name to view movements.
H. Training for New Teachers

There is a tutorial built right into the app. Just logout of the app, then hit the "x" on the login screen, click "help" in the lower right, then click "tutorial" in the top right.

That will load some demo data and take the teachers through most features of the application and allow them to try out everything without sending anything to your parents.

Once the teacher is done with the tutorial, you can then go back to the home screen and click "login" or "go live!"

The following link connects to a teacher app training video that goes over the basics of how to use the Tadpoles app in the classroom. The video is roughly 45 minutes long and covers the same material as a phone training by one of our specialists.

https://drive.google.com/file/d/0B14mlg68WNypLW81U2xDQ1NUdGs/view?usp=sharing
4. Classroom Features

A. Taking Profile Pictures
The Lead Teacher is responsible for ensuring that a profile picture is taken on the child’s first day of attendance in the classroom.

From the Classroom Roster

1. Tap on the child’s name
2. Choose “child profile”
3. Click on the Tadpole
4. You may choose “take photo” or “album” from the bottom of the screen
   a. “take photo”
      i. Hold iPad up to view child on camera
      ii. Press “take photo” at bottom of screen
         Reminders: ensure child’s face and nose are clean and that child is smiling
      iii. Choose “use photo” or click on the “X” at the top of the screen to take another picture, choose “close”
   b. “album”
      i. Choose picture already taken from album on iPad
      ii. Tap on photo to select
5. Once complete click “X” to exit child profile

Having a profile picture for each guardian is beneficial for new staff and staff who may not normally work in your classroom. Follow the steps above to take a guardian’s profile picture tapping on the guardian’s name.

B. Taking Pictures to Send to Parents
Having a camera within reach at any moment means that teachers can capture and keep photographic records of children’s important developmental milestones.

Using the iPad’s Camera take a picture of the child. On the app, navigate to the “share” screen & select “album” to find the picture you just took.
On the left side, identify which child you've photographed. This will bring up a group of boxes containing the subject areas we've created. You'll want to choose the one(s) that pertains to what the child is doing in the photo.

Once you've selected your domains, click the blue, "add notes and goals" button above the boxes. Then, select, "email" in the top right corner, as we'll want this photo to go straight to this parent's email.
C. Pictures to Avoid
  a. Children napping or eating
  b. Children toileting
  c. Diaper changing
  d. Unnecessarily messy faces (e.g. runny/dirty noses, unwashed faces after eating)
  e. Disinterested or sad children
  f. Toys in mouth
  g. Missing clothing (e.g. no shoes on, proper attire outside)
  h. Background safety (e.g. cabinets locked, bleach bottle properly stored)

Prior to submitting the photo to be sent to parents ask yourself:
  Does the photo focus on not only the child, but the activity the child is participating in?
  Is the child happy?

D. Adding a Caption to a Picture

Begin typing your caption in the space provided.

  a. Every picture MUST include a caption
  b. Every caption MUST include:
     i. The time of day including the word time, i.e. Small Group Time, Outside Time, Lunch Time, etc. The time of day MUST be capitalized

     During Work Time Lex uses the magna tiles to make a house, with a garage.

     ii. The child’s first name if the photo is of just one child

Landon practiced working on his Fine Motor Skills during Small Group Time. He used the markers to make lines on his paper.
iii. A description describing what is happening in the photo using complete sentences

1. The caption may include the child’s own words, use “” to denote exactly what the child said – the child’s words do not have to be a complete sentence or make perfect sense

During Small Group Time in GSRP 3, Ms. Monique’s blue group explores packing peanuts. They discuss what they feel like and how they can be used. They then create pictures with the packing peanuts by gluing them to paper.

During Work Time in GSRP 3, Dominick explores packing peanuts in the sensory table. He says, “I’m looking for my bear in the water.”

2. The caption may include skills the child is demonstrating in the photo

Here I came! Berkley is on a mission to crawl. We place toys just out of his reach to encourage his Gross Motor Skills.

iv. Correct spelling and grammar – if you aren’t sure about something ask a co-worker or your director for help. DO NOT use texting short hand (e.g. LOL, ;), etc.

   c. Though Tadpoles gives you the capability to send pictures to multiple children in a classroom it is important to make sure that you send specific photos to each child with specific activities they are taking part in.

We feel strongly that nothing is as special for parents as receiving a picture of their child partaking in the daily activities that happen at school while they are at work.
E. Maintaining Name to Face Recognition by Moving Children

Moving a child from one room to another in the Tadpoles app requires that the teacher physically touch each child's image and acknowledge them, individually.

a. To Move One Child:

Tadpoles provides a simple way for one child to be transferred to another room.
1. Slide to the roster screen, where you will see all of the children who are currently checked in.
2. Select a child who is currently in school by tapping on their face. This will bring up a few options.

3. Tap, "move child." This will bring up a list of your classrooms. Tap on the classroom the child will be moving to.
4. Once you select a classroom, you will be sent back to your roster. The child you have moved will move to the bottom of your roster. Their picture will be grayed out and will display text on the bottom, telling you where the child was sent. For example, I chose to send Garrett to the toddler playground. As you can see below, his picture says, "In toddler playground."

When you send children to other rooms, all of their information goes with them. So, if you were to send a child to a neighboring classroom, their daily report would travel with them. This way, while a child is under the care of another teacher, that teacher has the ability to add diapers, snacks, activities, anything that may need to be documented during their time with that child. When the child is moved back to their original room, all of the data that has been collected transfers back with them, so that teachers are creating a complete report of the day's activities, regardless of where they occurred. Data regarding transfers is not shown on daily reports, so parents will not be informed of room changes, they will simply receive the data collected as one cohesive unit.

b. **Moving Multiple Children:**
Frequently, children move around the building in groups. For example, in a situation where a teacher wanted to move their entire classroom to the playground, we provide a feature that simplifies this process.

1. Slide yourself to the roster screen, where you will see all of the children who have been checked in.
2. Tap on, "actions" in the top right corner. This will bring up a few options at the bottom.
3. Select, "Combine/Split Classroom."
4. This will bring up a list of available rooms. What classroom do you want these children to be transferred to? Tap on the corresponding box.
5. Doing this will bring you back to your roster. One by one, tap on the faces of children who will be moving to the other room.

6. As you tap, you will notice that the children move to the bottom of the roster and their picture will display text, noting where they have been moved to. When you are finished selecting children, click done in the top right corner.
c. Moving Children Back to Their Homeroom:
If you move a child to another room in the building during the day, there's a chance that you may need to move them back to your classroom. For example, you move children to the playground when you go outside. How do you move them back when you come inside?

1. From your roster screen, tap on a child's face who is currently listed as in another room. This will pull up a few options.

2. Click, "Move Back" That child's daily sheet has now returned to your class.

F. Daily Reports – Including Classroom Activities
At the very minimum a Small Group (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, etc). See Lesson Planning – Teacher Information for how to add an activity.

- The activity MUST be entered the day before it happens
- The activity MUST be entered in past tense as the parent(s) will read it after it happens
- The activity MUST include the subject area it is planned around
  - Ages & Stages for Infant & Toddler
  - COR Items for Preschool
5. Infants and Toddlers

A. Dashboard

The Tadpoles infant dashboard is designed specifically for infant and toddler rooms where being able to quickly capture naps, meals and diapering is essential. We also give you an overview of that information for each child and receive alerts when a feeding or diaper change is due.

B. Daily Reports

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. 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.

The following rule outlines what the State of Michigan Department of Human Services requires on a child’s Daily Report.

Licensing Rule – R 400.8146 Information provided to parents

(3) For infants and toddlers, parents shall receive a written daily record that includes at least the following information:
(a) food intake; time, type of food, and amount eaten
(b) Sleeping patterns; when and how long child slept
(c) Elimination patterns, including bowel movements, consistency, and frequency
(d) Developmental milestones
(e) Changes in a child’s usual behavior

Each staff member MUST follow the steps below to ensure that this rule is being followed in Tadpoles for each required item. When any of the following steps are missed we are no longer in compliance with the above licensing rule.

a. Entering a Meal
   i. Entering an Infant’s Bottle
      1. Prior to feeding a bottle to an infant:
         a. Choose “meal”
         b. Under add meal make sure “bottle” is highlighted in red
         c. Indicate the time the bottle was started by selecting “now”, the time may be adjusted as need by tapping the – or +
         d. Choose amount bottle contains (bottles are made in 2 oz increments so most will be 2, 4, 6, or 8 oz)
         e. Enter the interval of time at which the “next” bottle will be due (2 hours, 2 ½ hours, 3 hours, etc.)
         f. Tap on the teacher’s picture that will be feeding the bottle
         g. Type the word “Bottle” in the notes section
h. Choose “done”

2. After infant has finished bottle (within 1 hour of bottle being started):
   a. Choose the correct “meal” on the daily report to represent the most recent feeding
   b. Under the notes section next to the word “Bottle” (that was typed previously) add the amount eaten as follows
      i. Drank all
      ii. Left ____ oz (i.e. Left 2 oz)
   c. Choose “done”

ii. Entering Food
   1. Prior to feeding food to an infant or toddler:
      a. Choose “meal”
      b. Under add meal make sure “food” is highlighted in red
      c. Indicate the time the meal was started by selecting “now”, the time may be adjusted as need by tapping the – or +
      d. Type in the items the child will be eating
      e. Tap on the teacher’s picture that will be feeding the child
      f. Choose “done”
   2. After the infant or toddler has finished eating:
      a. Choose the correct “meal” on the daily report to represent the most recent feeding
      b. Tap under each item to indicate the amount the child ate – all, most, some, none
      c. Add a “note” as needed
      d. Choose “done”
   3. To add a meal to the entire class:
      a. Tap on your classroom name above the children’s pictures
      b. Choose “meal”
      c. Under add meal make sure “food” is highlighted in red
      d. Indicate the time the meal was started by selecting “now” the time may be adjusted as need by tapping the – or +
      e. Type in the items the children will be eating
      f. Choose “done”
g. After the meal is finished you will need to go into each child’s individual daily report to record the amount each child ate

iii. **Reminder** – Under meals the amount eaten MUST be indicated next to EACH food item served at EVERY meal/snack, this includes the child’s drink.

**b. Entering a Child’s Naptime**

i. To begin a child’s nap:
   1. Choose “nap”
   2. Under “start time” indicate the time by selecting “now”, the time may be adjusted as need by tapping the – or +
   3. Choose “done”

ii. To end a child’s nap:
   1. Choose the correct “nap” on the daily report
   2. Under “end time” indicate the time by selecting “now”, the time may be adjusted as needed by tapping the – or +
   3. Add a “note” as needed
   4. Choose “done”

**c. Documenting a Diaper Change**

i. To enter a child’s diaper:
   1. Choose “diaper”
   2. Selecting “now”, the time may be adjusted as need by tapping the – or +
   3. Indicate when the “next” diaper will be due - this will generally be 2 hours, unless the child’s diaper was dry then it will need to be changed to 1 hour
   4. Under “details”
      a. select whether the child was wet or dry
      b. select BM if applicable
      c. select diaper cream if applicable
   5. Tap on the teacher’s picture that changed the child’s diaper
   6. The Licensing Rule requires that we indicate the consistency of the bowel movement – under “notes” indicate whether the bowel movement was normal or loose
      a. Normal BM
      b. Loose BM
   7. Choose “done”
d. Documenting Developmental Milestones

Using picture’s to document milestones – individual curricular goals must be selected for this to meet the licensing requirement:

1. Navigate to the “share” screen
2. Select “album” to view photos on the Camera Roll
3. Touch the picture you wish to use
4. Select “Use”
5. Tap on the child(ren) you’ve photographed
6. Select the subject area demonstrated in the picture – you may select more than one subject area
7. Select the “add notes and goals” button above the boxes
8. Select “email” in the top right corner
9. Type in a “personal note” – see previous section Adding a Caption to a Picture for details about captions
10. “Select curricular goals” by tapping on the correct goal/milestone – when more than one subject area is selected there are goals listed for each of the selected areas
11. Choose “send now”

e. Changes in a Child’s Usual Behavior

Adding a note to document a change in a child’s behavior:

1. From the daily report screen select “note”
2. Type note under “notes” – make sure note does not contain grammatical errors
3. A note may be added to document a change in behavior – note: this note MUST be verbally passed on to the parent by the teacher at pick-up time prior to the parent reading it via Tadpoles
4. Select “done” to save the note to the child’s daily report

C. Safe Sleep Check

At ABC Academy we require infant teachers to check on a sleeping child at 5 minute intervals. Here’s how Tadpoles is helping to make this easier to remember & quicker to complete.

Completing Safe Sleep Checks:
1. From the daily reports screen, choose a child & select, “nap.”
2. This will open up a new screen, choose the start time of the nap, but leave the end time blank.
3. Tap on the box under, "next sleep check." The interval that you choose will program Tadpoles to remind you (on the infant dashboard) to check on the child in that amount of time.

4. To see the countdown, slide to the roster screen and tap, "dashboard" at the bottom.

5. This will bring up all of your children's faces. When the screen turns green behind the nap section that means it's just about time to go ahead and do the sleep check.
6. To complete the sleep check, just tap on the child's face and select, "Sleeping Safely."

7. Once you choose, "Sleeping Safely," the timer will automatically reset so that the device can remind you again!
**For Administrators:**
Owners and directors can view crib checks from their administrator dashboard.

1. Log into the dashboard and choose the, "daily reports" tab.
2. Select an infant to view their report.

![Daily report for Eloise](daily_report.png)

3. Sleep checks are shown next to the naps. Grey indicates a timely sleep check, red indicates a late sleep check. This data is **only** for administrators and is **never** shared with parents.

6. **Assessments**

Note: The Infant & Toddler classrooms are required to utilize this assessment tool, it has been set-up to go along with Ages & Stages. The preschool classrooms may choose how to best use this tool in their classrooms as they are required to use the COR for assessment purposes. The COR provides the preschool teachers with a Family Report to use during parent-teacher conferences.

**A. Completing Assessments Based on Customized Goals**
Customized goals have been added to Tadpoles to allow teachers the opportunity to assess children within Tadpoles. With this, milestones can be recorded any time, which significantly reduces the stress when assessment time comes around! You can record growth using text alone or using text along with a photo. We'll walk you through each option, as well as how to assess children quickly on the web.

Let's get started!
B. Creating Observational Assessments Using Photos

On the app, navigate to the, "share" screen & take a photo of a child doing an activity.

On the left side, identify which child you've photographed. This will bring up a group of boxes containing the subject areas we've created. You'll want to choose the one that pertains to what the child is doing in the photo.

Once you've selected your domains, click the blue, "add notes and goals" button above the boxes. Then, select, "portfolio" in the top right corner, as we'll want this observation to go straight to this child's portfolio – note: when you select "portfolio" the photo is not sent to the parent. When you select “email” the photo is sent to the parent and also stored in the child’s portfolio.
When selecting to save the photo to the “portfolio”, you can type your observation and gauge how the child is progressing by selecting a level of achievement under the goal.

Your finished product will look like this:

Click, "add to portfolio" in the bottom right and you're all done!

You can view (and edit) these assessments online at tadpoles.com.
C. Completing Assessments Using Text (without photos)

From the, "share" screen, tap, "write note" in the bottom right corner.

All of your kiddos will pop up on the left side, select the one you’d like to record an assessment for.
Once you've selected the child, you can identify which subject areas you're assessing. Once you make your selections, click the blue, "add notes and goals" button.

This will bring you to one final screen, which asks you to write a personal note. Here, you can type your observation and gauge how the child is progressing by selecting a level of achievement under the goal. Remember to check your note for errors. These notes will be see by parents on the child’s assessment report.
Click, "add to portfolio" in the bottom right and you're all done!

You can view (and edit) these assessments online at tadpoles.com.

D. Completing Assessments Online
Both teachers and administrators have the ability to record assessments online. To get started, you'll need to log into tadpoles.com.
Navigate to the, "portfolio" tab.

Choose the child you'd like to assess. The first thing that pops up will be the assessment tab of that child's portfolio.

Here, you'll be able to see all of the subject areas and goals you've entered, as well as any previously created observations.

To complete the assessment, just click the section under the appropriate level of progress for each goal.
You can even add notes to a specific section by clicking, "add teacher comments" at the bottom.

You can continue to gauge progress and add notes for as long as you'd like. You can also just close out of the child's portfolio and select someone new to assess.
E. How to Print Completed Assessments

When it is time for parent-teacher conference, you've always got the ability to pull up a child's assessment on the computer. However, if you have a family that would like a paper copy to hold onto, here's how to make that happen.

On the dashboard, navigate to the portfolio tab.

Select the child whose assessment you'd like to print & click, "Print Report" in the top right corner.
This will bring up a nice print view. Prior to printing ensure that “background graphics” or “background colors and images” is checked under “options”. You may also save the report as a PDF to send as an attachment in an email to parents.

F. Video - Creating & Customizing Assessments

The following link can be used to access a how to video that will walk you through the above mentioned assessment procedures –

7. Lesson Planning – Administrator Information

A Few Notes About Lesson Plans:

One of the major goals at Tadpoles is to save teachers time and stress around lesson planning and daily reports. As such, Tadpoles created a way for information to be shared between the two. What this means is that any lesson plan that a teacher creates in Tadpoles does double duty. It serves as the lesson plan, and is also copied over to become a part of the daily report, saving teachers from re-writing all of that information for parents to view at the end of the day. Once all is said and done, the daily report created in Tadpoles will contain the meals, naps, diapers, notes and lessons that a child experienced throughout the day. Each child’s daily report goes home by email when teachers check the child out as their parent picks them up. Since parents will be reading this information after all of these daily activities have happened, you will want to have teachers write their lessons in the past tense, to ensure clarity.
A. Giving Teachers Access to Online Lesson Planning

Teachers have the ability to lesson plan in two ways, on the device and online. To plan online, teachers will need to be set up with a login for the website. The following steps will allow you to provide a login for a teacher.

1. Log into your dashboard and select the “attendance” tab
2. Choose the icon of the teacher to whom you would like to give access. Click “profile”.

(If you have yet to add this particular employee to the roster, choose the gold Add Employee button & add their information there.)

3. Within the teacher's profile, you'll see a space to enter an email address. Enter their ABC Academy email, which will then become their login for the website.
Once you enter their addresses, we’ll send each teacher a welcome email asking them to set up a password. With this, they can log into the website and begin inputting lesson plans. The teacher’s side of the website is set up similarly to your dashboard, but with considerable limitations. The only options teachers have are to view and edit lesson plans, daily sheets and portfolios for their own classroom.

B. Reviewing Lesson Plans on the Computer

As an administrator, you will likely want to view and edit your teachers’ lesson plans before they are enacted. You can do this via the computer or the device, although it is likely easier on the computer.

1. Log into your dashboard using your email and password.
2. Choose the, "lesson plans" tab.

3. To view the lessons for an individual class, select a classroom at the top and then choose the day you’d like to look at. (When you click on a class & day, the boxes will be outlined in orange. Below, you can see that we are looking at the Cubs lesson plans for December 11th).
4. Once you have selected a classroom and date, the lesson plan will pop-up on the right hand side. Clicking on a pre-existing activity/meal/note will bring up that information. As an administrator, you have the ability to view, edit and add to anything on this lesson plan. For example, I've opened up an art activity below.

Once you finish editing, be sure to click the blue save button.

**Reminder** - the notes/description section goes onto the daily report, while the goals and materials sections are just for you and your staff. Only the description of the activity goes home to parents.

5. Once you've saved the activity, you will be brought back to the lesson plans page of the dashboard. From here, you can edit another activity for the same day, or choose a new classroom/day to edit. Any changes you make will be immediately reflected on both the dashboard and the device.

**C. Managing Lesson Planning Subject & Goals – Administrator**

Creating customized subjects and goals sets you up for organized lesson plan & assessment success. It saves teachers and administrators time and makes lesson planning and assessments even quicker and easier.
Setting up Subjects & Goals:
1. Log into your dashboard.
2. Navigate to the, "lesson plans" tab.
3. Click the green, “Manage Subjects and Goals” button, above the calendar.

Creating or Editing a Curriculum:
Along the top, you’ll see the pre-entered curriculums listed. You’ll probably want a curriculum for each individual age group. For example, if you have 2 infant rooms that run on different standards, you’d want to give each room its own curriculum, so they could use their separate standards.

Adding Subject Areas:
You’ll notice that once you’ve selected the curriculum, the associated subject areas pop up in a list below. Feel free to add to these with the, “add subject or activity” button.
Adding Developmental Goals:
We’re ready to start adding goals. To add a goal, select the subject area it fits under and click, “add developmental goal” on the right side.

manage subjects and goals

subjects for infant

+ add subject or activity
art
cognitive
language
milestone
movement

perception
reading
sensory
signing
social

goals for perception

+ add developmental goal

classrooms using infant curriculum

Change

Dinomites
Sunflowers

Now you can enter your goal, along with any identifying code that you may need to list (T1.A2.D3). You’ll also notice a section where you can enter the, "Learning Standard Hierarchy," if necessary. Then you can click, "Save and Add New" (to add another goal under the same subject) or "Save and Close" (to save and select a new subject area).
Continue adding goals, one at a time, until you’ve listed them all.

**Identifying which Classrooms will Use a Curriculum:**
Along the bottom, you’ll want to identify which classrooms will be using this curriculum. Select the green, “Change” button.

Select the classrooms that will be using these goals. Items you’ve selected will be outlined in orange.
Helpful Tidbits:

**How to Delete a Curriculum:**
To edit/delete a curriculum, click on it. Click the pencil icon next to the curriculum name.

A box will pop up - feel free to change the name or delete the curriculum entirely, if it's one you won't be needing.
How to Delete/Edit a Subject Area:
To delete/edit a subject area, click on it.

On the right side, click the, "goals for (subject area)" with the little pencil on the right side.

From here, you can edit the name of the subject area, or delete it entirely.
Using Subjects & Goals in Lesson Planning:
Now that you've taken the time to create customized subjects & goals, your teachers have the time-saving benefit of using them to create lesson plans.

To get started, you'll want to create a lesson plan.


Navigate to the, "lesson plans" tab & select a date on the calendar to plan for.
On the right side, under the “activities” heading, click, "add activity."

You'll see your customized subject areas on the left side (outlined in green). Select one. This will bring up the goals that you've entered under that specific subject area (outlined in purple). Choose whichever one suits the activity you have in mind.

Finish writing your lesson plan & click save. Here, you'll see your lesson plan & goals. Feel free to add more lesson plans if you'd like.
8. Lesson Planning – Teacher Information

A Few Notes About Lesson Plans:
Lesson plans serve as a way for teachers to schedule and enter future activities for a particular classroom. Tadpoles takes the lesson plans you create and copies them directly onto the daily reports of the children in that classroom on the day that they're scheduled to occur. So, if you write a lesson plan for next Tuesday, when you come into the classroom on that day, the activities you've created are already waiting for you on your children's daily reports. This feature saves you from having to re-write the activities onto a parent communication daily sheet. Any edits to plans can be made on the daily report that day, should you need to reschedule an activity. (Children and life are often unpredictable!)

Teachers can create lesson plans in two ways, on the app or the website. Regardless of how you choose to enter them, your data will be available in each location. Plans entered on the device can be viewed/edited on the computer, and vice versa.

A. Lesson Planning on the App
1. To create lesson plans from a device, go to the daily report screen & touch the icon with your classroom name in it, right above the children's faces. In the right hand corner of the screen, the word lessons will appear in blue.
2. Touching the blue lessons button will bring you to a calendar. Here, you should select the day for which you are planning a lesson; the day will turn orange. Once you select a day, choose, "activity" at the bottom.

3. This will open up a lesson planning sheet. You will notice that there are 5 sections; subjects, description, curricular notes, materials and options.

**Subjects:** Select the domain area that your lesson plan fits under.

**Description:** This is where you'll write the bulk of your lesson plan. You'll want to write this section in the **past tense**. Why? Entering lesson plans in the past tense ensures clarity for parents. To save you time, anything you write in the description section of the lesson planning sheet, gets copied directly to children's daily reports on the day of the activity. This summary of the day's events (including activities, naps, meals, diapers, etc.) will go home to parents by email when you check their child out at the end of the day. Since parents will be reading this information once the day is over, you'll want the activities listed on the daily report to reflect that with phrasing like, "We made, we read, we explored, we created, etc."

**Curricular Notes:** This is where you'll enter the goals you're working toward with this lesson. Parents won't see the goals you type yourself.
**Materials:** A space to note any items you may need to complete the project.

**Options:** These buttons are here to save you from typing. You can quickly tap on the items which describe the activity you're planning. For example, maybe you're planning an AM Circle time, aka Greeting Time, activity that's theme related. Just tap away.

Notice that in the lesson plans below, the activity is described in the past tense.

4. Once you have filled out all of the sections, click done on the bottom. (If your keyboard is propped up, click the little keyboard icon in the bottom right.) This will bring you back to the calendar where you may continue to add activities for the same day or select a new day to plan for.

And you're done! When you turn on your device each day, the plans that you have entered for that day will appear as a part of each child's daily report. You can always open up the plans to edit them on a class/individual basis to denote any changes to the activity. On the daily report, parents will see the domain area & the activity - the rest of the sections are just for you.
B. Getting Started with Lesson Planning

Getting Set-up for Lesson Planning on a Computer:
To create lesson plans on a computer, your director has entered your ABC Academy email on their dashboard, giving you access to the website. If they’ve done this, you would have received a welcome email from Tadpoles, asking you to set up a password. If you are unable to locate that email you may follow these steps:

1. Go to www.tadpoles.com and click, "log in" in the top right corner.
2. Choose, "providers."
3. On the left side, under the log-in section, choose, "Sign Up."
4. Enter your ABC Academy email address. Click, “submit.”
5. An email will be sent to your ABC Academy email. Follow the directions on this email.

Lesson Planning on a Computer:
Go to tadpoles.com and select the gold, "Log in" button on the top right corner. Choose the provider side. Use your ABC Academy email to login.

Select the lesson plans tab at the top, then choose a day to plan for on the calendar. The day you choose will be outlined in orange.

On the right side, within the lesson plan, you’ll notice that you have the ability to add or edit any notes, meals or activities. Click on, "add activity" to create a lesson plan.

This will open up a lesson planning sheet. You will notice that there are 5 sections; subjects, description, curricular notes, materials and options.
Subjects: Select the domain area that your lesson plan fits under.

Description: This is where you'll write the bulk of your lesson plan. You'll want to write this section in the past tense. Why? Entering lesson plans in the past tense ensures clarity for parents. To save you time, anything you write in the description section of the lesson planning sheet, gets copied directly to children's daily reports on the day of the activity. This summary of the day's events (including activities, naps, meals, diapers, etc.) will go home to parents by email when you check their child out at the end of the day. Since parents will be reading this information once the day is over, you'll want the activities listed on the daily report to reflect that with phrasing like, "We made, we read, we explored, we created, etc."

Curricular Notes: This is where you'll enter the goals you're working toward with this lesson. Parents won't see the goals you type yourself.

Materials: A space to note any items you may need to complete the project.

Options: These buttons are here to save you from typing. You can quickly tap on the items which describe the activity you're planning. For example, maybe you're planning an AM Circle time, aka Greeting Time, activity that's theme related. Just tap away.

In the example below, the activity is described in the past tense.

Once you've finished inputting your data, click save. This will bring you back to the calendar where you may continue to add activities for the same day or select a new day to plan for. When you turn on your device each day, the plans that you have entered for that day will appear as a part of each child's daily report. You
can always open up the plans on the web or the device to edit them on a class/individual basis to denote any changes to the activity. On the daily report, parents will see the domain area & the activity - the rest of the sections are just for you.

C. Reminders & Helpful Hints

- Only the description of the activity and the subject area goes home to parents. Materials and options are just for teachers and administrators to use.
- Parents receive daily reports via email. All of this information about the activities that took place and other details is sent home at the end of the school day, after you check their child out.
- The, "Week" button on the lesson planning calendar on both the app & website is more than just a title. Select the week button & anything you enter as a note/activity/meal will appear on daily reports each day of that particular week. For example, if you added the theme under notes it would show up on the reports each day and you would only have to type it once.
- Enter lesson plans in the **past tense** to ensure clarity for parents. Anything you write in the description/notes section of the lesson planning sheet, gets copied directly to children’s daily reports. Since parents will be reading this information at the end of the day, when the activities are over, you'll want the daily report to reflect that with phrasing like, “We made, we read, we explored, we created, etc.”

9. Tips to Share with Parents

A. Downloading Photos and Videos

Naturally, parents want to hold onto the wonderful photos and videos that their child’s school is sending home.

Note: A parent can download photos and videos to both their smartphone and their computer. At this time videos can only be saved to a computer. **Parents can only download photos/videos that contain their child, alone.** If there are multiple children, Tadpoles locks down the photo/video to protect the anonymity of other children.
Downloading Photos & Videos to a Computer:
1. From your PC, open the email with the photo or video that you'd like to download.

(If you're trying to download an older photo/video & find that the link has expired, click the link to have the photo/video resent. Tadpoles will email another copy.)

2. Double click the photo/video to view it larger in a new window.
3. Because this photo only contains one child, there are options for downloading & social media in the bottom right corner. **If these options are not in the bottom right corner, this means that more than one child was tagged in the picture. Tadpoles only allows parents to download photos/videos that contain their child, alone.** If there are multiple children, we lock down the photo/video to protect the anonymity of other children.

**Downloading Photos to a Smartphone:**
1. On the phone, find the email that contains the photo to download.

![Email screenshot](image1)

2. Click the photo to view the picture larger.

![View larger screenshot](image2)
3. Because this photo only contains one child, there are options for downloading & social media in the bottom right corner. **If these options are not in the bottom right corner, this means that more than one child was tagged in the picture. Tadpoles only allows parents to download photos/videos that contain their child, alone.** If there are multiple children, we lock down the photo to protect the anonymity of other children.

**Options for Use:**
When there is only one child tagged in a picture, these icons will be in the bottom right corner of the picture.

![Icons](image)

Here’s what they mean!

- f symbol - Uploads the photo to Facebook. It will post in your news feed so your friends can see it.

- Envelope - Opens up an email so you can forward the photo/video to family & friends.

- Down Arrow - Downloads the picture to the PC or smartphone.

**Also keep in mind...**
A parent can always create a parent account on Tadpoles.com. This will give them access to all of their child's pictures, videos and daily reports so that they can view recent activity, as well as look back on memories from past years.

**B. Creating a Tadpoles Parent Account**
One of our priorities at Tadpoles is providing parents with easy access to their children's information. Creating a Tadpoles account is always free, and gives families the ability to look back at daily reports, photos and videos from years past.
1. Go to www.tadpoles.com and click, "log in" in the top right corner.

![Login page screenshot]

2. Choose, "parents."

![Parent login interface]

3. On the left side, under the log in section, choose, "Sign Up."

![Sign up interface]

4. The parent will want to create their account using the same email address that is on file where they receive their Tadpoles emails. If this is a Gmail account, they can just sign in using their Gmail address and Gmail password. If not, the parent needs to enter their email address on the left & Tadpoles will email them a link to set up their password.
5. If they entered a non-Gmail address, tell the parent to check their email. They'll see a message from Tadpoles.

6. Parents should follow the directions to see all of their child’s Tadpoles memories!
C. Accessing Their Child’s Information

Daily reports, photos, videos & notes sent through Tadpoles can be accessed by parents in a variety of ways. All families automatically receive emails from Tadpoles which contain photos and details about their child’s day. There are, however, some other options for receiving that information. Here’s a quick breakdown of each.

**Parent App (for Apple & Android)** - The Tadpoles Parent app allows families to receive new photos & daily reports via the app. When a new item is available, a push notification will alert the parent and allow them to launch the app to view a photo, video, or report. It allows the parent to go back month by month and review the developments that their child has made since they started school. The Tadpoles Parent app is free to all families and is available in the App Store, as well as the Google Play store – just search for “Tadpoles Parent”.

**Parent Website** - The Tadpoles website also contains a parent portal for families to access their child’s data. Parents are able to go back month by month and view photos, videos, daily reports and notes. Just go to [http://www.tadpoles.com/home_or_work](http://www.tadpoles.com/home_or_work).
Both the app & parent website are accessed through a parent account. A parent can create an account in either spot & use their login interchangeably.

**To Create a Parent Account on the App:**
- Download, "Tadpoles Parent"
- Click, "Sign Up"
- Create an account using the email where the parent receives their Tadpoles messages.
- The parent should check their email & set up a password.
- They can then marvel at their awesome kiddo!

**To Create a Parent Account on the Website:**
- Go to [http://www.tadpoles.com](http://www.tadpoles.com)
- Click, "Log in"
- Choose, "Parent"
- Select, "Sign Up"
- Create an account using the email where the parent receives their Tadpoles messages.
- The parent should check their email & set up a password.
- They can then marvel at their awesome kiddo!
D. Entering Drop-Off Data

The Tadpoles Parent app brings with it a very exciting change! Within the parent app, families are able to enter information about their child’s morning right from their smartphone. Check it out below!

To inform teachers about their child's morning, parents are able to add the last bottle, meal, nap, diaper and a quick note. To add or edit any item, they simply tap on it.

Here is an example of a bottle entry screen - the parent can select the time of the feeding, tap to select the amount & enter a note, if necessary.
Diapers, meals and notes can also be entered for the teachers.

When parents enter this information, it is transmitted onto the daily reports screen of the classroom app for teachers to read & reference throughout the day. Each parent entry is clearly marked with a “parent” label.
As the day goes on, teacher’s entries will post alongside the parent entries to form a complete report.
At the end of the day, parents will receive a report that includes both their own entries and the teachers’.

**Helpful Tidbits:**
- This entry process can be completed for children of any age.
- Parents can start entering information as early as they would like, but there is a time limit after drop-off. Once a child has been checked into Tadpoles, the parent has 10 minutes to complete their entries. After that 10 minutes, the screen is locked and no more entries are allowed.
- All entries (parent and teacher) will be shown on the reports that parents receive.

With this update, we are also pleased to offer the ability to give parents constant access to their child’s report. By nature, this will be turned off, as it always has been, but if you would be interested in allowing parents to view their child’s, "In Progress" daily report throughout the day within the app, we can switch that on for you.