

**A Caregiver's Responsibilities
Spelling and Grammar Challenge**

All jobs and careers in child guidance will require some degree of written correspondence with an employer, co-workers and/or clients. Professionalism requires that you proofread and edit your work.

Sam has recently been hired by the Rodriguez family to care for their two children, Mary (5 yrs) and Joey, (3 yrs), from 8:00 a.m. to 4:00 p.m., Monday through Wednesday. One of the Rodriguez's requirements is that he presents a written itinerary of the activities he will be doing with the children.

Below is a rough draft of Sam's proposed activities. Proofread and edit Sam's notes. Check for spelling and grammatical errors.

Monday

| Time | Draft Itinerary | Corrected Itinerary |
|------------------|---|---------------------|
| 8:00-9:00 a.m. | fed the childreen sereal and toast. Joey wanted cak for breakfeest and I sid no. I cleaned the kitchean and prepared the midmorning snaks | |
| 9:00-10:00 a.m. | Reed books to the childreen, played caniland and bloxks | |
| 10:00-11:00 a.m. | Free play with tabble toys, puzles and coloring. Gave the childreen their midmorning snaks | |
| 11:00-12:00 p.m. | We mad homemade play doh with salt, flower and food die. The childreen were very creative! | |
| 12:00-1:00 p.m. | Prepared lunche, hotdogs, carret sticks and apple slices with milke | |
| 1:00-2:00 p.m. | Played outsid on the swings. Waatered the flowers and played with the dog. | |
| 2:00-3:00 p.m. | Childreen took a nape | |
| 3:00-4:00 p.m. | Colorred, played finger rymes and practiced numbers and letters in there activity books | |

Name _____ Period _____ Date _____

Tuesday

| Time | Draft Itinerary | Corrected Itinerary |
|------------------|---|---------------------|
| 8:00-9:00 a.m. | fed the children scrambled eggs, Bacon and toast. the children helped me clean the vegetables and prepared the dressing for the midmorning snack. | |
| 9:00-10:00 a.m. | we painted pictures using nontoxic paint and brushes. the children continued playing with the play dough they made yesterday | |
| 10:00-11:00 a.m. | Story time—I let the children select two of their favorite books. I read to them and reviewed colors, shapes and numbers. Gave the children their midmorning snacks | |
| 11:00-12:00 p.m. | we went to the backyard to play outside games; red light, green light, tag and hide and go seek | |
| 12:00-1:00 p.m. | Prepared lunch, peanut butter and jelly sandwiches, apple slices and milk. | |
| 1:00-2:00 p.m. | Played with their puzzles, board games and coloring | |
| 2:00-3:00 p.m. | Children took a nap | |
| 3:00-4:00 p.m. | Played a scavenger game with the children to have the children help me clean up their play area. I made a list of their toys, games and books. After they found the item, they put it away on the book shelf. | |

Name _____ Period _____ Date _____

Wednesday

| Time | Draft Itinerary | Corrected Itinerary |
|------------------|---|---------------------|
| 8:00-9:00 a.m. | fed the children frozen waffles, ham and orange juice. The children helped me prepared the snacks; fruit kebabs with cheese cubes | |
| 9:00-10:00 a.m. | We made hand puppets from brown paper sacks, yarn, construction paper and glue. The children colored their puppets. We had a puppet show. | |
| 10:00-11:00 a.m. | We talked about safety in the home; in the kitchen, playing outside, in the car and the children drew pictures about being safe. Gave the children their midmorning snacks; fruit kebabs with cheese cubes | |
| 11:00-12:00 p.m. | We went outside to practice our safety rules. Mary and Joey shared more safety rules that could be addressed. We played catch with the big ball, watered the plants and played on the swings | |
| 12:00-1:00 p.m. | Prepared lunch. chicken nuggets, potato tots and salad. I made them milk shakes as a treat. | |
| 1:00-2:00 p.m. | We played board games, puzzles and made birthday cards for their Grandma's birthday this week | |
| 2:00-3:00 p.m. | Children took a nap | |
| 3:00-4:00 p.m. | Played rhyme games, letter and number games and colored in their activity books. | |