

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

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	<b>I fed the children cereal and toast. Joey wanted cake for breakfast and I said no. I cleaned the kitchen and prepared the midmorning snacks.</b>
9:00-10:00 a.m.	Reed books to the childreen, played bored games and bloxks	<b>I read books to the children, played board games and blocks.</b>
10:00-11:00 a.m.	Free play with tabble toys, puzles and coloring. Gave the childreen their midmorning snaks	<b>We played with table toys, puzzles and coloring. I gave the children their midmorning snacks.</b>
11:00-12:00 p.m.	We mad homemade play doh with salt, flower and food die. The childreen were very creative!	<b>We made homemade play dough with salt, flour and food dye. The children were very creative!</b>
12:00-1:00 p.m.	Prepared lunche, hotdogs, carret sticks and apple slices with milke	<b>I prepared lunch: hotdogs, carrot sticks and apple slices with milk.</b>
1:00-2:00 p.m.	Played outsid on the swings. Waatered the flowers and played with the dog.	<b>We played outside on the swings, watered the flowers and played with the dog.</b>
2:00-3:00 p.m.	Childreen took a nape	<b>The children took a nap.</b>
3:00-4:00 p.m.	Colorred, played finger rymes and practiced numbers and letters in there activity books	<b>We colored, played finger rhymes and practiced numbers and letters in their activity books.</b>

**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.	<b>I fed the children scrambled eggs, bacon and toast. The children helped me clean the vegetables and prepare the dressing for the midmorning snack.</b>
9:00-10:00 a.m.	we painted pictures using nontoxic paint and brushes. the children continued playing with the play doh they made yesterday	<b>We painted pictures using nontoxic paint and brushes. The children continued playing with the “play dough” they made yesterday.</b>
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	<b>Story time—I let the children select two of their favorite books. I read to them and reviewed colors, shapes and numbers. I gave the children their midmorning snacks, vegetable sticks with dressing.</b>
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	<b>We went to the backyard to play outside games: red light, green light, tag and hide-and-go seek</b>
12:00-1:00 p.m.	Prepared lunch, peanut butter and jelly sandwiches, apple slices and milk.	<b>I prepared lunch: peanut butter and jelly sandwiches, apple slices and milk.</b>
1:00-2:00 p.m.	Played with their puzzles, board games and colored	<b>We played with their puzzles, board games and colored in their activity books.</b>
2:00-3:00 p.m.	Children took a nap	<b>The children took a nap.</b>
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.	<b>We played a scavenger game with the children to have them 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.</b>

**Wednesday**

Name \_\_\_\_\_ Period \_\_\_\_\_ Date \_\_\_\_\_

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