

# Nannies Guidebook

Guidebook  
Draft Review

acknowledgement  
to go on this page



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## PART I: The Benefits of 4YourNannies



Welcome to 4YourNannies.com, an online community created specifically for the nannies who care for our Army families.

We know how important child care is to Army families. The demands of Army life can make nannies a critical part of a family's daily routine - especially when one parent is deployed far from home.

That's why we've created 4YourNannies.com: to help you enhance your caregiving skills and to provide the best quality care for your families. Our website provides a dedicated place to communicate with other nannies, exchange tips and advice, post news, events, and classified ads, access your installation's toy lending library, and further develop your knowledge of child care and child development through online lessons.

Through 4YourNannies.com, you have easy access to the following:

- Discussion forums
- Event planning tools
- Group news postings
- Online access to the garrison's toy lending library
- eLearning materials

### What is a Nanny?

A nanny is defined as any caregiver or family member who cares for a child in the child's own home.



### Kids at Home Specialist

The Kids at Home Specialist for your garrison also acts as the administrator for your 4YourNannies group by:

- managing the site and the local user group
- accepting new members
- posting announcements
- helping you understand how to get the most out of the site

## PART II: Be Part of an Online Community

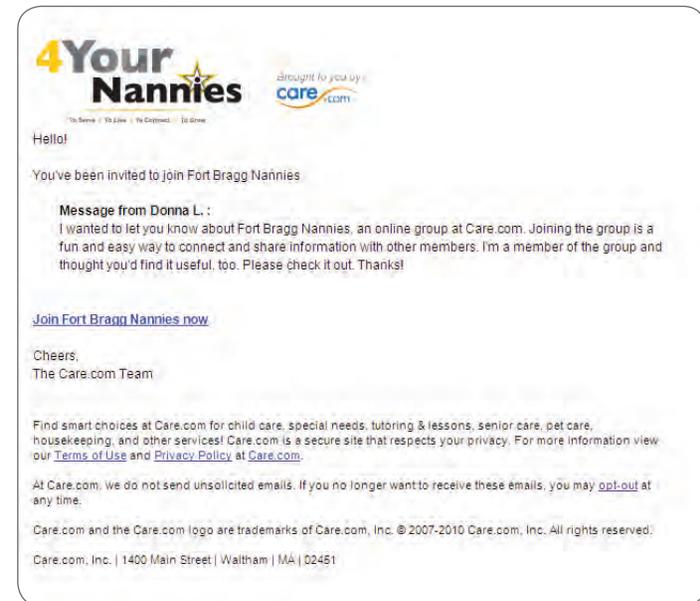


### Finding 4YourNannies Groups

If you are a caregiver or family member who cares for a child in the child's own home, you will be invited to join 4YourNannies.com. The Kids at Home Specialist for your installation

will send you an invitation via e-mail that will contain a link to your installation's 4YourNannies group. Simply click this link, and you will be taken to the site for enrollment.

*Although 4YourNannies is hosted by Care.com, a publically accessible website, access to any 4YourNannies group is only available to members enrolled and approved by the group's Administrator.*





## Creating 4YourNannies Group Profiles

### STEP 1

To enroll in 4YourNannies, you will be asked to create a profile containing information, such as:

- First Name
- Last Name
- Home Address
- City, State
- ZIP code
- Phone
- Email
- Birthday



### STEP 2

You will also need to create a password, which you will use whenever you log in to your account.

### STEP 3

On the profile creation page, you can also upload a publicly viewable profile picture. You can use a .jpg, .gif, or .png image that's smaller than 4MB and isn't copyrighted or offensive. You will also be able to write a brief personal profile in the "About You" section where you can tell other members about yourself, your experience, hobbies, and interests—for help or ideas on what to write, click the "View a sample profile" link.

### STEP 4

You will also be able to manage your email notifications from this page. By default, all of the selections are checked—it's the easiest way to ensure you are always in contact with other 4YourNannies Group members. You can always change your email options later on through the Group Settings menu.

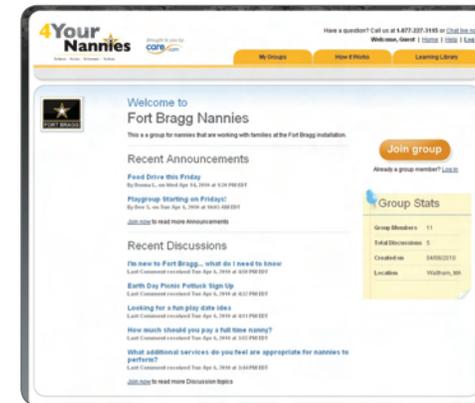
### STEP 5

Once you have completed filling in your information, click "Join Now" to continue. A message will then be sent to the Kids at Home Specialist. He or she will have to approve the request in order for you to join the group. You will get an email as soon as you are accepted into the group.

## Using 4YourNannies Groups

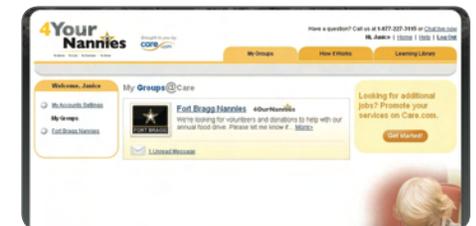
### Group Information

- Each group has a standard name, description, and charter.
- The group has an email address and URL following the standard convention: InstallationName4YourNannies. For example: FortBraggNannies@groups.care.com and www.care.com/group/FortBraggNannies.
- The group email address makes it easy to begin a discussion with all the members of your installation's group right from within your email.
- The group URL can be used to easily bookmark the homepage of the group.



### 4YourNannies Member Homepage

Once you have created a 4YourNannies profile you will see a slightly different page when you visit 4YourNannies.com. You will see three tabs at the top of the screen: "My Groups," "How it Works," and "Learning Library."



### My Groups

The My Groups tab is the homepage for the site. Here, you and your fellow members will be able to access all of your groups. Clicking on the name of a group will open up the homepage for that group.

### How it Works

By clicking on this tab, you will find information on using groups, including informational video and guidebook downloads.

### Learning Library

In the "Learning Library," you will find a full list of useful resources and learning tools to help you make smart child care decisions and to be an effective child care provider.

### 4YourNannies Navigation Module

You will also see navigation links on the left side of the page. This will list all of the groups you are a member of as well as provide a centralized place for you to access your account settings.



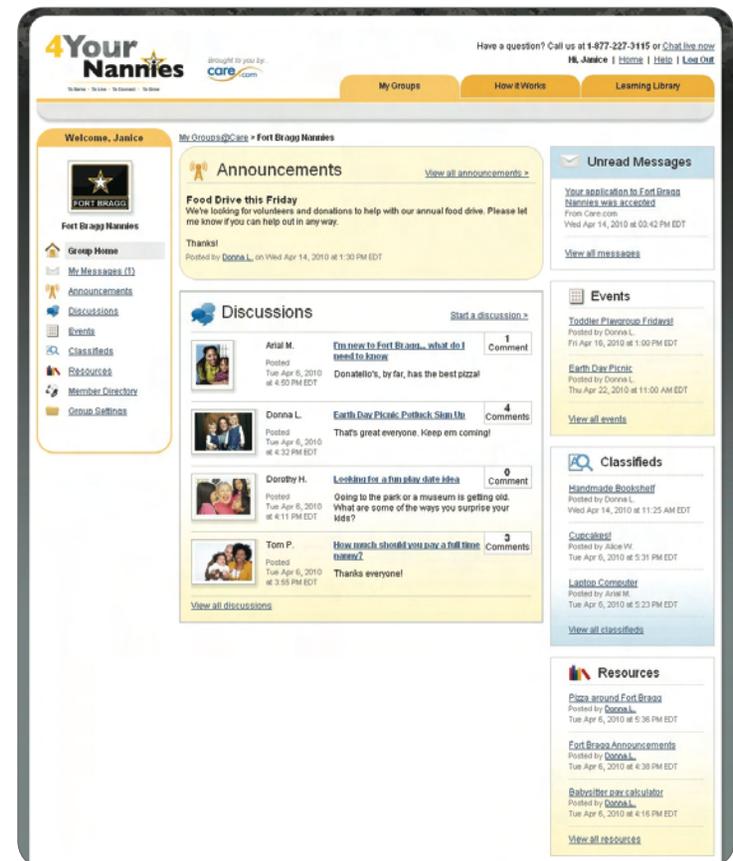
### My Account Settings

The Profile and Settings area allows you to update your general information like name, email, address, and photo.

### Group Homepage

Once you are a member of your 4YourNannies group, you gain access to the group homepage. This is where all the features and information for your 4YourNannies Group are located. Here, you will have complete access to all the

helpful tools you will use to communicate with other nannies on your post. The homepage is divided into two sections: the Navigation Tool-bar on the far left side and Feature Modules in the middle and right hand side of the page.





## Navigation Toolbar

On the left-hand side of the page, you will see the Navigation Toolbar with links to all of your important group functions. This toolbar will appear on the left-hand side of your screen

whenever you are logged in to your 4YourNannies account, which helps you navigate to important areas quickly and easily.

**Welcome, Gina**



**Fort Bragg Nannies**

-  [Group Home](#)
-  [My Messages \(2\)](#)
-  [Announcements](#)
-  [Discussions](#)
-  [Events](#)
-  [Classifieds](#)
-  [Resources](#)
-  [Member Directory](#)
-  [Group Settings](#)

<b>Home</b>	This link takes the user back to the Group Homepage.
<b>My Messages</b>	Access your private messages to and from other members here. You can also use the Messaging Tool on the right-hand side of the Group Homepage to access your messages.
<b>Announcements</b>	Any group announcements posted by the Owner or Administrators can be seen here. The most recent active announcement will always be displayed at the top of the Group Homepage.
<b>Discussions</b>	Use this link to access your group's discussion board to share helpful advice and information with other members.
<b>Events</b>	Your group has an events calendar where members can advertise different group meetings, events, and activities.
<b>Resources</b>	Group Owners and Administrators can add helpful files or web links to this section for all members to view.
<b>Member Directory</b>	Your virtual rolodex containing the profiles and contact information for the rest of the group's members.
<b>Group Settings</b>	View the group's current settings as well as your personal email notifications.



## Homepage Feature Modules

The Feature Modules we've included on the homepage make it easy for you to view at a glance any important announcements from your group as well as active discussions, helpful resources, and events.

Essentially, this is your Group launch pad to get you where you need to go quickly and easily. You can get into the details of any of these items when you click the links within each section or from the Navigation Toolbar on the left-hand side of your group Home.

### Announcements [View all announcements >](#)

**Food Drive this Friday**  
We're looking for volunteers and donations to help with our annual food drive. Please let me know if you can help out in anyway.  
**Thanks!**  
Posted by [Donna L.](#) on Wed Apr 14, 2010 at 1:30 PM EDT

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### Discussions [Start a discussion >](#)

**Arial M.** [You new to Fort Bragg... what do I need to know](#) 1 Comment

Posted Tue Apr 6, 2010 at 4:50 PM EDT  
Donatello's, by far, has the best pizza!

**Donna L.** [Earth Day Picnic Potluck Sign Up](#) 4 Comments

Posted Tue Apr 6, 2010 at 4:32 PM EDT  
That's great everyone. Keep em coming!

**Dorothy H.** [Looking for a fun play date idea](#) 0 Comment

Posted Tue Apr 6, 2010 at 4:11 PM EDT  
Going to the park or a museum is getting old. What are some of the ways you surprise your kids?

**Tom P.** [How much should you pay a full time nanny?](#) 3 Comments

Posted Tue Apr 6, 2010 at 3:55 PM EDT  
Thanks everyone!

[View all discussions](#)

### Unread Messages

Your application to Fort Bragg Nannies was accepted  
From Care.com  
Wed Apr 14, 2010 at 03:42 PM EDT

[View all messages](#)

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### Events

**Toddler Playgroup Fridays!**  
Posted by Donna L.  
Fri Apr 16, 2010 at 1:00 PM EDT

**Earth Day Picnic**  
Posted by Donna L.  
Thu Apr 22, 2010 at 11:00 AM EDT

[View all events](#)

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### Classifieds

**Handmade Bookshelf**  
Posted by Donna L.  
Wed Apr 14, 2010 at 11:25 AM EDT

**Cupcakes!**  
Posted by Alice W.  
Tue Apr 6, 2010 at 5:31 PM EDT

**Laptop Computer**  
Posted by Arial M.  
Tue Apr 6, 2010 at 5:23 PM EDT

[View all classifieds](#)

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### Resources

**Pizza around Fort Bragg**  
Posted by Donna L.  
Tue Apr 6, 2010 at 5:36 PM EDT

**Fort Bragg Announcements**  
Posted by Donna L.  
Tue Apr 6, 2010 at 4:30 PM EDT

**Babysitter calculator**  
Posted by Donna L.  
Tue Apr 6, 2010 at 4:18 PM EDT

[View all resources](#)



## My Messages

On the left-hand side of the page, you will see the Navigation Toolbar with links to all of your important group functions. This toolbar will appear on the left-hand side of your screen whenever you are logged in to your 4YourNannies account, which helps you navigate to important areas quickly and easily.

**STEP 1** When you log in to your 4YourNannies Account, you will see any new messages you have received since your last login in your Messages Module, which is on the right-hand side of the Homepage.

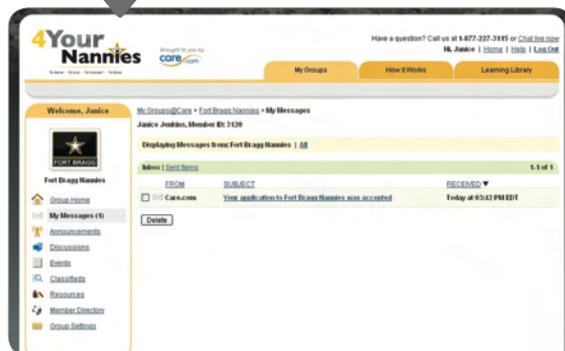
**STEP 2** You can also access your messages at any time from the Navigation Toolbar which appears on the left-hand side of the screen when you are logged in to your 4YourNannies account.

**STEP 3** You can use the Messaging System just like a personal email account. When you open a message, you can respond by typing in the provided text box and clicking "Send Reply." If you have sent multiple messages in one chain, you will be able to see that message's history.

**STEP 4** If you would like to review your sent messages, click the "Sent Items" option in your My Messages inbox.

**STEP 5** To send a new message to a member, find that member in the Member Directory and then select the "Send Message" option underneath their profile picture.

**STEP 6** If a member has their email alerts enabled, they will receive an email notifying them of a new message once you have sent it to them.

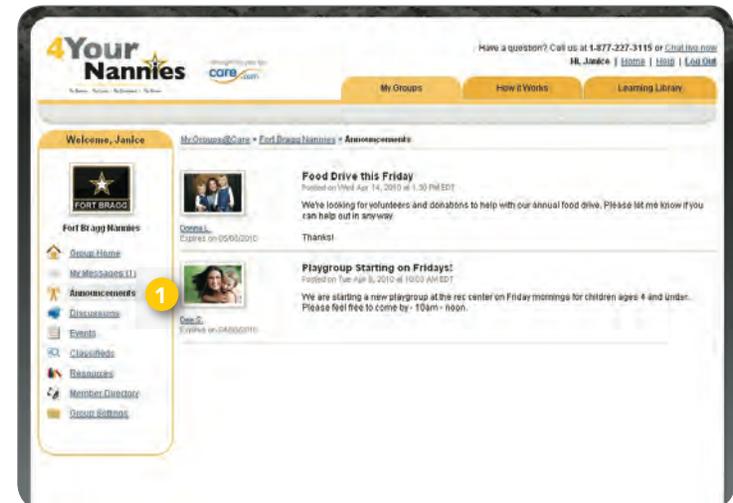


## Announcements

Announcements are important messages or information posted by the Kids at Home Specialist.

**STEP 1** View all group announcements by clicking the "Announcements" link in the Navigation Toolbar. You can also see the most recent announcement at the top of the group Homepage.

The Kids at Home Specialist posts the announcements. If you have a message to share with the entire group, you can post a discussion or ask your Kids at Home Specialist to post it in the Announcements section for you.



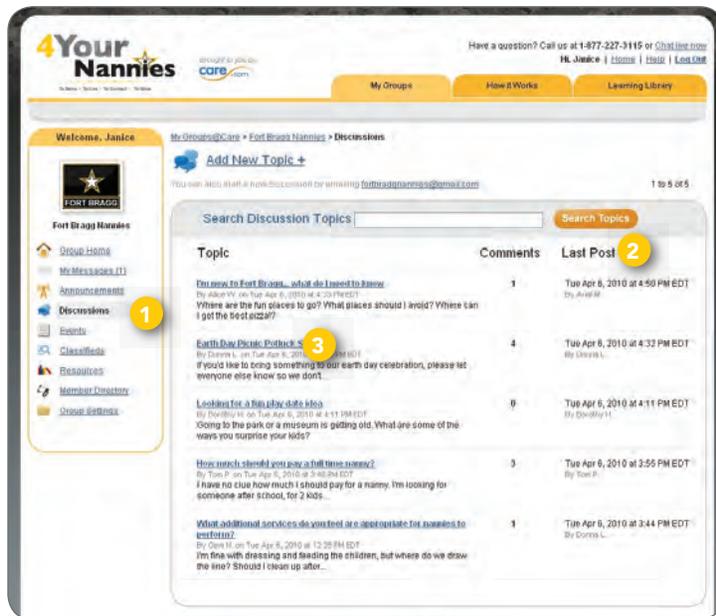
## Discussions

The Discussions Page in your group facilitates easy communication and connections between members. You can use this discussion board to share helpful advice and information or pose questions to the entire group.

**STEP 1** Access the Discussions Page from your Group Homepage or the Navigation Toolbar that appears on the left-hand side of the screen when you are logged in to your group account. Just click “Discussions” to get started.

**STEP 2** On the Discussions Page, you will see all previously posted discussions, listed in the order of the date the topic was originally posted.

**STEP 3** Click the topic’s title to view the original post as well as any follow-up comments.

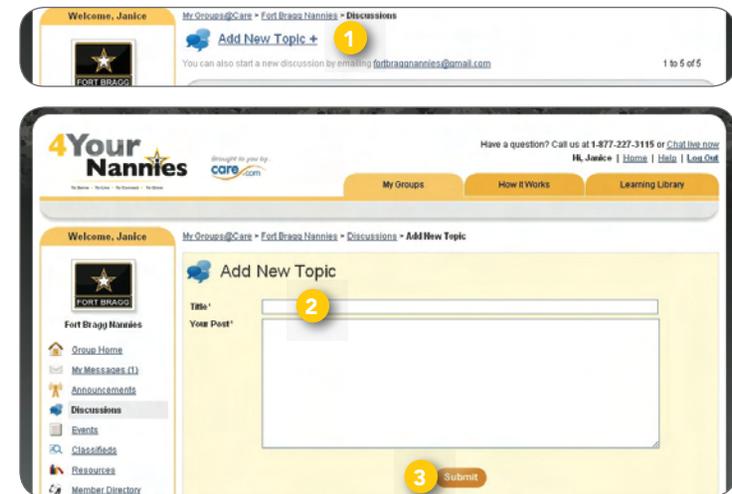


## Posting a Discussion

**STEP 1** To post a new topic, click the “Add a New Topic” link at the top of the Discussions page to open the Add New Topic page.

**STEP 2** Give your post a creative title and then write whatever you wish!

**STEP 3** Once you are done writing, click “Submit.”



All members of your group will be able to view your discussion. By default, you and the rest of the group will receive email notifications of any new discussions. If you would like to change your email settings, you can do so by clicking the “Group Settings” link in the Navigation Toolbar.

**TIP:** YOU CAN ALSO POST DISCUSSIONS WITHOUT LOGGING INTO YOUR 4YOURNANNIES ACCOUNT. USE YOUR GROUP’S UNIQUE EMAIL ADDRESS THAT APPEARS ON THE DISCUSSIONS PAGE AND IN GROUP SETTINGS. THE TITLE OF YOUR EMAIL WILL BECOME THE TITLE OF THE DISCUSSION AND ANYTHING YOU WRITE IN THE BODY OF THE EMAIL WILL BECOME THE POST. YOU CAN ALSO “REPLY” TO ANY DISCUSSION THAT ARE SENT TO YOU RIGHT FROM YOUR EMAIL — WITH NO NEED TO LOG BACK IN TO THE SITE.

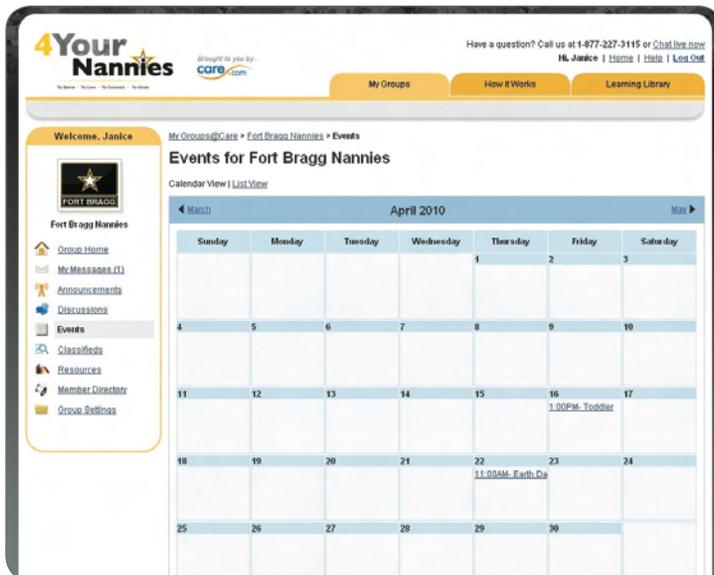
### Flagging a Discussion

You can easily Flag a Discussion topic that you feel is inappropriate or off-topic. To flag a discussion, click the “Send Report” link that is located right under each topic. Your Kids at Home Specialist will receive an email notification when a topic is flagged, and he or she will be able to clear the flag or just remove the topic.



### Events

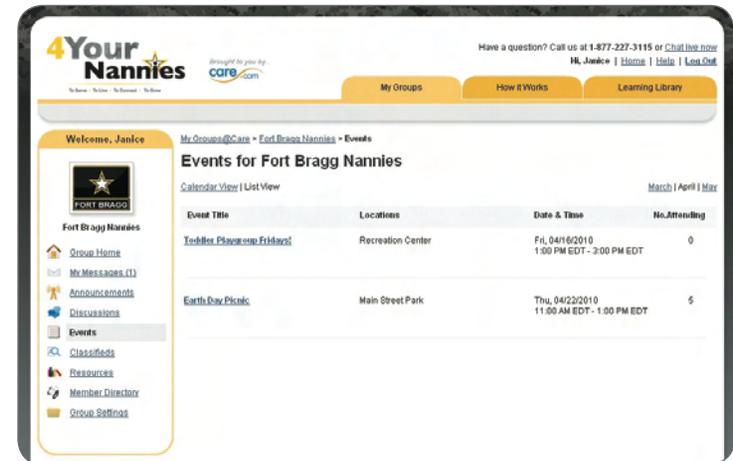
Your group has an Events calendar where your Kids at Home Specialist can post different group meetings, play dates, and other local activities. On your group Homepage, you will see the Events module on the right-hand side under the Member Directory.



### Finding an Event

Access the Events Calendar from your Group Homepage or the Navigation Toolbar that appears on the left-hand side of the screen when you are logged in to your 4YourNannies account—just click “Events” to get started. You will be able to see the titles and dates for all of your group’s planned events.

You can view the calendar either month by month or in a complete list format by toggling the view options at the top of the page. If you would like to see an event in full detail including times, attendees, and specific instructions, click on the event title.



### Responding to an Event

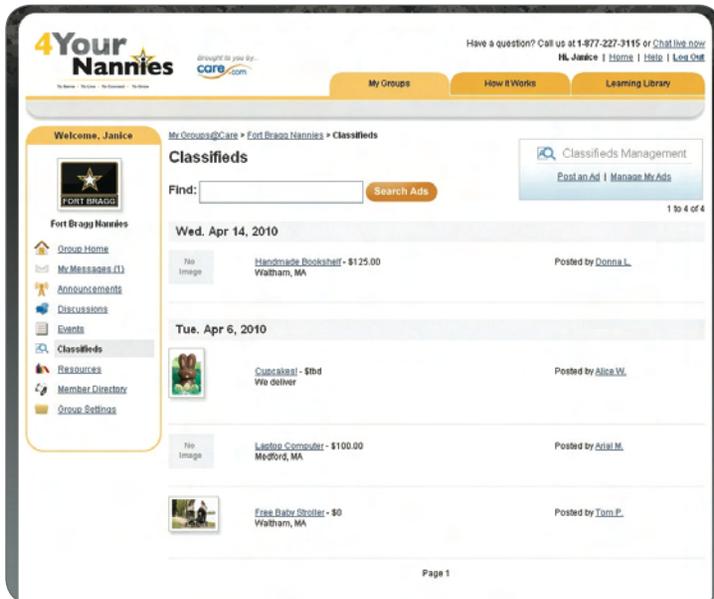
Once you have clicked on a specific event from the Events Calendar, you will be able to RSVP by choosing the correct response (“I Plan to Attend” or “I do not Plan to Attend”) from the bottom of the event’s page. You will also be able to see which other group members will be attending the event on the event’s page.

### Posting an Event

Posting events is only available to your Kids at Home Specialist. If you would like to post an event, let him or her know so your event can be posted for you.

## Classifieds

Do you have something to sell, trade, or give away? Post it in your group's Classifieds section. Access the Classifieds page from your group Homepage or the Navigation Toolbar that appears on the left-hand side of the screen when you are logged in to your 4YourNannies account—just click "Classifieds" to get started.



## Posting a Classified Ad

### STEP 1

If you would like to post a classified ad for your group to see, click the "Post an Ad" link in the Classifieds Management panel that appears in the top, right-hand corner of the Classifieds Page.



### STEP 2

You will be asked to title your ad, set a price, include the location of where the item is (your home, city, etc), write a brief description of the product, and attach up to 2 optional photos.



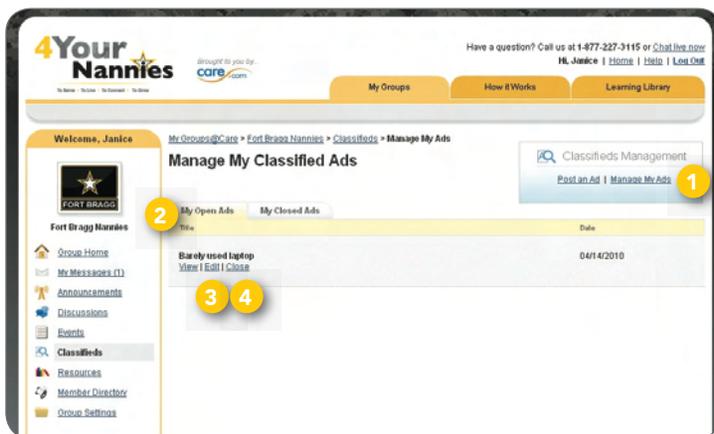
### STEP 3

Once you have completed all the fields, click "Post Ad" to post your ad to the group.



### Managing a Classified Ad

- STEP 1** If you have posted a classified ad and need to make a change, or if you have sold the item and want to close the ad, click the “Manage My Ads” link in the Classifieds Management panel that appears in the top, right-hand corner of the Classifieds Page.
- STEP 2** You will be viewing your “Open Ads” and from here you can view the details of any of your ads, edit them, or close them.
- STEP 3** Click “Edit” to make any changes, and then, “Post Ad” to repost your ad with your updates.
- STEP 4** If you would like to close the ad because you have sold or traded the item, click the “Close” link.
- STEP 5** You will be asked to confirm that you want to close your ad.
- STEP 6** Click “Ok” and the ad will be taken down from the classifieds main page and moved to your “Closed Ads” tab.



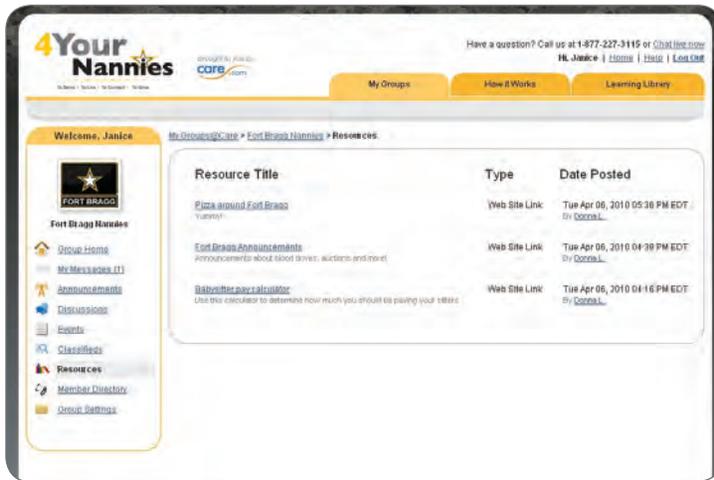
### Responding to a Classified Ad

- STEP 1** Access the Classifieds Page from your group homepage or the Navigation Toolbar that appears on the left-hand side of the screen when you are logged in to your group account—just click “Classifieds” to get started. You will be able to see images and brief descriptions for all of the items posted in your group’s classifieds.
- STEP 2** If you would like to see more details or respond to a classified ad, click the title of the ad.
- STEP 3** You will be taken to the ad’s detailed listing page where you can respond to the seller by filling in the text box with your message and clicking “Send Message.”
- STEP 4** Your message will now appear in the seller’s Unread Messages module when he or she logs in to 4YourNannies.
- STEP 5** If he or she has opted in to email alerts, they’ll also receive an automated email notifying them of the new message.



## Resources

Resources are helpful documents or links that your Kids at Home Specialist will add for all members to view. To view all posted resources, click the “Resources” link in the Navigation Toolbar. The 4YourNannies conduct guidelines, which you accepted when you joined the group, will be located here for your reference. This is also a good place to find field trip forms or information about nanny resources on your garrison.

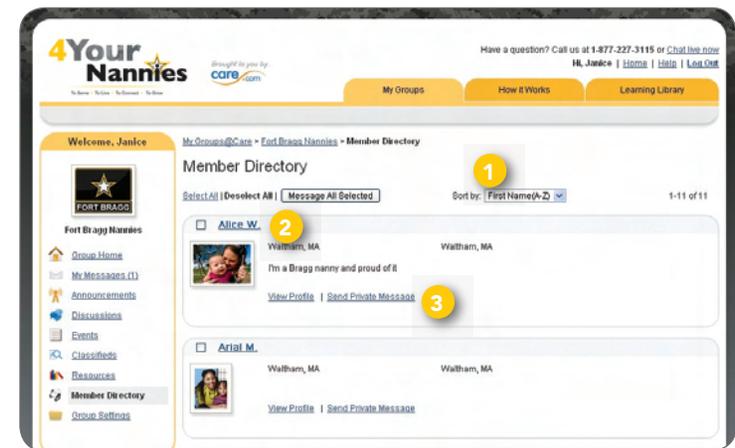


**TIP:** KIDS AT HOME SPECIALISTS ARE THE ONLY ONES WHO CAN POST RESOURCES FOR THE GROUP. IF YOU HAVE A DOCUMENT OR FILE TO SHARE WITH THE ENTIRE GROUP, YOU CAN ASK YOUR KIDS AT HOME SPECIALIST TO POST IT FOR YOU



## Member Directory

The Member Directory is the virtual rolodex for your group. It contains the profiles and contact information for the rest of the group’s members. You can access the Member Directory through the Member Directory module on the Group Homepage or by clicking the “Member Directory” link on the Navigation Toolbar which you will find on the left-hand side of the website when you are logged into your group account.

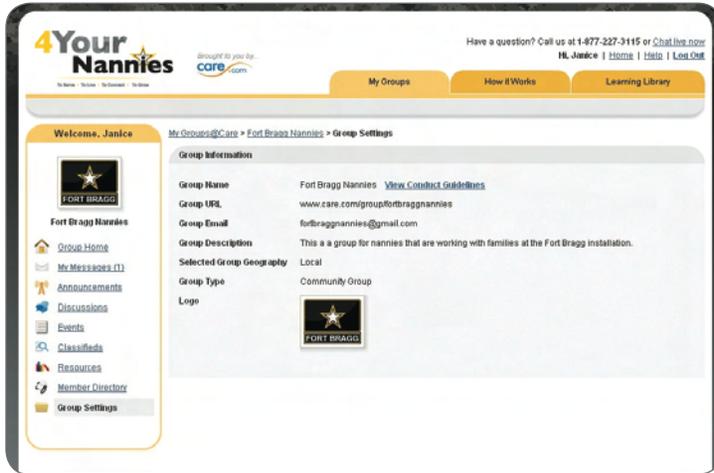


All of your group’s members are listed in the Member Directory

- STEP 1** To find members easily, use the “Sort by:” drop-down menu at the top of the member list. You can sort the list of members by First Name (A-Z), First Name (Z-A), or Member Type.
- STEP 2** In order to see a member’s full profile, click their name in the directory. From their profile page, you can read more about their personal interests and hobbies.
- STEP 3** You can send messages to members easily via the Member Directory. Just select the members you would like to contact then click “Send a Message.”

## Group Settings

In the Group Settings area, you can view the group's information and adjust your personal email notifications.



### Adjusting Your Email Settings

At the bottom of the Group Settings page, you will see all of the email alerts you will receive. By default, you are automatically subscribed to an alert whenever one of the following is

posted in your group: Messages, Discussions, Resources, and Announcements.

If you would like to adjust your email alerts, click "Edit," and make any desired changes.

### Leaving the Group

If you wish to leave the 4YourNanniesgroup, you can do so in the Group Settings menu. Select the "Leave Group" option and follow the instructions.

## Additional Questions

If you have a question about information that we haven't covered in this 4YourNannies guidebook or need additional assistance in using 4YourNannies.com, please contact our Member Care Department between the hours of XX and XX by dialing (XXX)-XXX-XXXX.

To access the Member Care Department from the 4YourNannies site, just look at the bottom of any page on 4YourNannies and click the link that says "Contact Us." A Customer Service Representative should respond to your question within one business day.



PART III:  
4YOURNANNIES eLEARNING MATERIALS



Training Resources: 4YourNannies eLearning Materials

4YOURNANNIES LESSON

DESCRIPTIONS

- 1. Knowing How Children Learn** How do children learn? Access valuable information on brain development during the early years of life.
- 2. Promoting Physical Development and Fitness** Physical activities are incredibly important to childhood development. Learn the best methods for involving children in physical activities both indoors and outdoors.
- 3. Keeping Children Safe** A child's safety is the top priority for both parents and nannies. Gain best practices for keeping children safe both indoors and outdoors. Learn essential tips on how to avoid minor and more serious injuries.
- 4. Facilitating Language and Literacy Development** How can nannies best facilitate children's language and literacy development? Learn how to encourage reading and writing.
- 5. Keeping Children Healthy** Gain the best methods for protecting children from infectious diseases. Topics include the importance of handwashing, cleaning, and sanitizing.
- 6. Encouraging Creativity and Self-Expression** Childhood is a time for learning how to express one's self creatively. Learn how to best facilitate children's personal expression through art, music, dance, and movement.

4YOURNANNIES LESSON	DESCRIPTIONS
7. Building a Foundation for Mathematics and Science	Fundamental activities are the building blocks for an early foundation for Mathematics and Science. Learn how to best support children's academic achievement in these areas.
8. Providing Nutritious Meals and Snacks	Make meal time fun and nutritious. Craft menus that meet children's nutritional needs and provide pleasant mealtime experiences.
19. Supporting School-agers School Success	The homework routine is an essential and daily step for School-agers. How can you best support children while they are completing their homework?
10. Guiding Children Toward Self-Discipline	Understanding how to guide child behavior can be the key to success. Understand how to use positive discipline practices to get the results you want by understanding and responding to challenging behaviors.
11. Administering Medication and First Aid	Medications and first aid are very vitally important. Learn how to administer medication in a safe and proper manner.
12. Special Issues in Caring for Infants	Caring for infants requires special training. Topics include preventing shaken baby syndrome, following safe sleeping practices, and recommended diapering procedures.
13. Protecting Children during Emergencies and Disasters	Be prepared for emergencies! Learn how to best prepare for emergencies and disasters and how to protect children when they occur.
14. Special Issues in Caring for Toddlers	Caring for toddlers requires special training. Topics include responding to biting and toilet learning
15. Protecting Children from Abuse and Neglect	How can you protect the children you care for? Understand how to protect children from child abuse and neglect through the child abuse reporting requirements

4YOURNANNIES LESSON	DESCRIPTIONS
16. Selecting Toys and Other Play Materials	What kinds of toys are appropriate? Learn how to select toys and other play materials for children, including blocks and construction materials, dramatic play materials, manipulatives, games, and computer software
17. Maintaining Professionalism	How do I represent myself? Topics include the responsibilities of nannies, professional ethics, and additional resources
18. Planning and Implementing Activities	What do you want to do today? Learn how to plan specific activities for children, such as block and construction activities, dramatic play activities, games, cooking experiences, field trips, and other outings.
19. Working with Families	How can I best work with my family? Know how to work with families, including interviewing, contracts, ongoing communication, daily schedules, and resolving differences.

## Schedule

MONTH	Lessons to AST
January	1, 2
February	3,4,5, 6
March	7, 8,9, 10
April	11, 12, 13
May	14, 15, 16, 17
June	18, 19

PART IV:  
QUESTIONS AND ANSWERS

[Will be inserted after approval]