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THE Emily Post Institute



The Gift of Good Manners

SECTION 11

Toddler Program



Toddler Through Pre-Reader Program

Image 1

SLIDE 1: TODDLER PROGRAM

1. IMAGE 1: Title slide

The toddler program gives you an opportunity to work with parents and their young children. By the very nature of these children, it is important to keep the program short. This is not the time to be talking about the fundamental principles or basics of etiquette. Encourage parents to attend one of your programs for adults, but keep in mind that this program is for the 3 and 4 year-olds who are with their parents or in a pre-school program.

The primary manners for these young children involve learning to use the “magic words,” saying “Hello” and “Good-bye” clearly so they can be understood, and a few basic table manners.



Image 1

SLIDE 2: MAGIC WORDS

1. Read the book, *Emily's Magic Words*, to the group.
 - a. Hold the book up so the kids can see the pictures.
 - b. In addition to the text you can emphasize some of the points:
 - i. The smile response when Emily or Jerome uses a magic word.
 - ii. Kids love it if you make special mention or gestures with the burp!
 - c. Let the kids respond as a group when the text calls for an obvious response.



American Sign Language

Please
Thank you
You're welcome

Image 1

SLIDE 3: MAGIC WORDS – AMERICAN SIGN LANGUAGE

1. IMAGE 1: Please, Thank you and You're welcome in ASL.

Using American Sign Language with babies and toddlers has proved to be a very effective communication technique and its popularity is growing. Often, children can form and understand the gestures before they are developmentally able to form and understand the spoken words. It is a good communication tool to use with older children, too. Silent communication is a nice way for parents to give a child a “reminder” without calling attention to the child's error.

These signs are intended for use with babies and toddlers. In addition to forming the sign, you may also use facial expressions to reinforce your meaning or the intensity of your emotions.

Have the children stand up to learn these.

- a. It is easier for them and you can see how they are doing better than if they are sitting.
- b. Ask them to hold up one hand.
- c. They will naturally hold up the more dominant one and should use it to make the signs.

Please: With one flat hand facing your chest, make a circle to the right over the center of your chest.

Thank you: Touch the chin or lips with the fingertips of one flat hand, then move the hand forward until the palm is facing up. The hand moves out and down. This sign is similar to the gesture of kissing one's hand and extending the hand towards someone else.

You're welcome: With the dominant open hand, palm up and held at waist level just less than one foot out, bring your hand inwards to your waist. You can also use a natural head nod.

Teach each one and then review all three one right after the other.



American Sign Language

Hello
Good-bye

Image 1

SLIDE 4: MAGIC WORDS – AMERICAN SIGN LANGUAGE

1. IMAGE 1: Hello and Good-bye in ASL

Continue with the kids standing.

Hello:

- a. Touch your hand to your forehead as if to salute, and move your hand outwards a few inches—a kind of "mini" salute.
- b. The natural gesture for waving “hello”—the open right hand waving back and forth several times—is used when saying hello to a group of people.
- c. The kids love it if, when you are showing them the “mini” salute, you salute about 10 of the kids in the first row as a way of showing why there is a gesture for a whole group.
- d. Then you can show them the basic, natural gesture for waving “Hello.”

Goodbye: Make the natural gesture for good-bye: The open right hand faces the person you are saying good-bye to and opens and closes several times.

Show the two signs, and then do both signs together without a break or a repeat of the description.



American Sign Language


Excuse Me
I'm Sorry

Image 1

SLIDE 5: MAGIC WORDS – AMERICAN SIGN LANGUAGE

1. IMAGE 1: Continue with the kids standing.

Excuse Me: The left hand is held palm up. Holding all the right fingertips together, move the right fingers from the heel to the tip of the left hand, like wiping away a mistake.

I'm Sorry: The 'A' handshape  circles the center of the chest to show that a person is feeling sorrow. The palm faces the body.

Now repeat these two signs after showing each one individually.

[FOR NEW IMAGE OF I'M SORRY, I SUGGEST WE TAKE A PICTURE OF A PERSON MAKING THE SIGN. SAME FOR ALL THE OTHER EXAMPLES. INCLUDE THE IMAGE ON THE SLIDE AS WELL.]WHERE THEY REQUIRE MOTION LIKE EXCUSE ME WE COULD CREATE A SHORT GIF FILE.]



American Sign Language

I love you.


Image 1

SLIDE 6: MAGIC WORDS – AMERICAN SIGN LANGUAGE

1. IMAGE 1: Continue with the kids standing.

Introduce “I love you” by getting the kids to think about someone they love who they might appropriately say this to. Suggest that maybe their mom or dad or grandparent who puts them to bed at night would appreciate this sign.

I love you: There are two easy ways to express “I love you.”

- a. One is a single sign which combines the letters I, L, and Y: 
 - i. With your palm facing the person, extend your thumb, index and pinkie fingers while keeping the middle and ring fingers closed, and move your hand back and forth, left to right.
 - ii. To show intensity, you can “tap” your hand in and out towards the person.
- b. An alternative is to cross your arms over your chest with your fists closed, and then point to the person to whom you are saying “I love you.”
- c. This sign is also used in an affectionate manner to show one's appreciation toward others.

All eight signs!

- d. Once you have taught the kids all eight signs, tell them you are going to do all of them, one after another.
- e. They need to be completely quiet because this is sign language.
- f. You also will be silent, simply mouthing the words as you go through the eight signs.
- g. You will be able to hear a pin drop.

NOTE: The magic words in ASL are also available as flashcards on our website (*and at the back of Section 14, Tip Cards*). You are welcome to download them, but to respect our illustrator’s copyright and our usage agreement with him, you may not use the flashcards themselves in your program, or distribute them at any events. It is fine to direct people to the site and they may download the cards themselves. If you wish, you may create your own flashcards.

The Magic Words: http://www.emilypost.com/magic_words/asl.htm

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For toddlers (3 years old):

- Say, “Hello” clearly.
- Look up and smile.

Image 1

SLIDE 7: EARLY GREETINGS

1. IMAGE 1: Toddlers can also begin learning the specifics of greetings. Of course, it is pretty basic for the average three-year-old.

Parents can:

- a. Work with their three year old on saying “Hello” clearly. In a program for toddlers you are in the position to reinforce what parents can be doing so:
 - i. Tell the toddlers that you all are going to practice greetings.
 - ii. Explain to them that when they say, “Hello” they need to say it loud enough so the other person can hear. Practice with all of them saying “Hello” at the same time.
- b. Work with their three-year-old on looking up and smiling. You can reinforce what the parents can do by...
 - i. Telling the toddlers you want them all to look at you and smile.
 1. Some may not. That’s okay.
 2. A little gentle encouragement is all you can do.
 - ii. Asking them all to smile, even if they are not able to look at you.

Activity: Have the kids turn to a child near them and say, “Hello” with a look and a smile. Even if they don’t do it, give positive praise, help them out a little, and then let it be.



For pre-schoolers (4 years old)

- Say, “Hello” clearly.
- Look up and smile.
- Hold hands or...
- Do a simple handshake.

Image 1

SLIDE 8: EARLY GREETINGS

1. IMAGE 1: A group of pre-schoolers (4 years old) can do everything that the 3 year-olds can and then a little more.

Have them practice saying “Hello” clearly while looking up and smiling.

- a. For all 3- and 4-year-olds, looking someone in the eye can be very threatening,
- b. So just have them look up, not down at the ground.

In addition, these preschoolers can try holding hands briefly or even attempt a simple handshake.

- c. They may not be able to extend right hands (right from left is not yet clear),
- d. But they can extend a hand and hold hands gently with someone they are greeting.

Have them practice with another child.

- e. You may see them standing side-by-side, holding the right hand of a friend with their left hand. That is a good first step.
- f. You can encourage the group to extend opposite hands.
- g. At this point keep your comments and guidance gentle and encouraging.



For kindergarteners (5 years old)

- Say, “Hello” clearly.
- Look up and smile.
- Give a basic handshake.

Image 1

SLIDE 9: EARLY GREETINGS

1. IMAGE 1: For the oldest of the toddler group, you can definitely take the early greetings a step further.

Five-year-olds:

- a. Should be able to extend opposite hands and give a shake or two.
- b. They won't do refinements like a firm grasp and three shakes like the older kids, but they should be able to do a basic handshake, especially with another child.

So have them practice:

- c. Saying "Hello," loudly and clearly.
- d. Looking up at the person they are greeting.
- e. And shaking opposite hands for a couple of shakes.

As you walk around and help them out, you will have to show them which hands to use and demonstrate the style of grip. They may not get it right away, but it's a good first step.

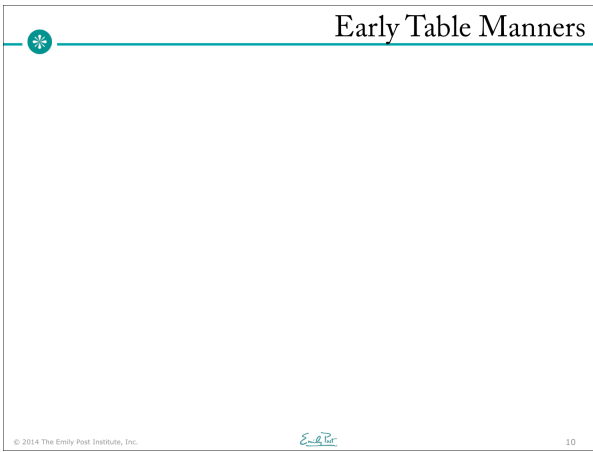


Image 1

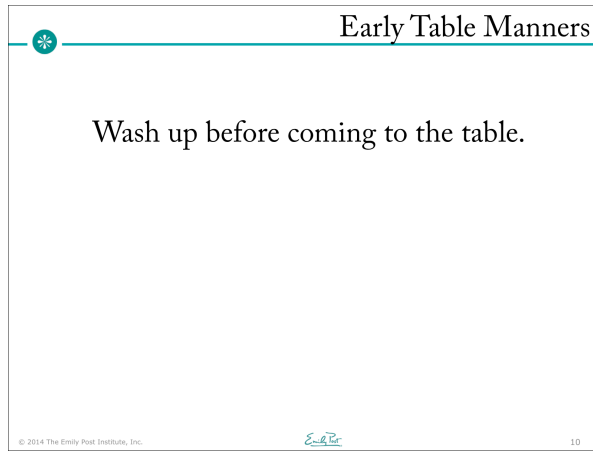


Image 2

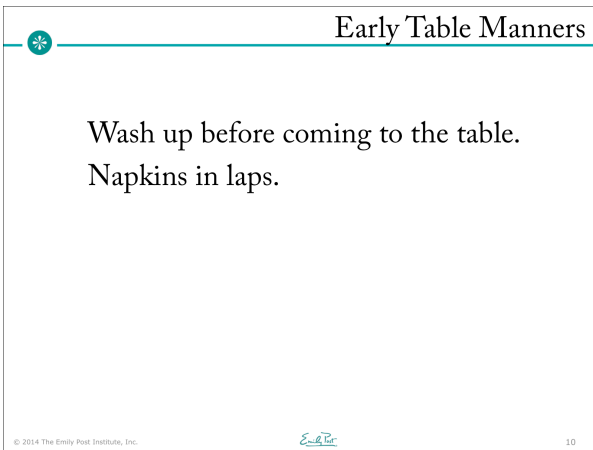


Image 3

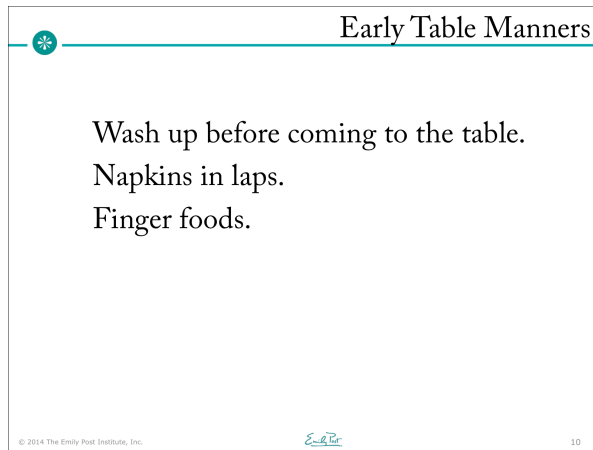


Image 4

SLIDE 10: EARLY TABLE MANNERS

1. IMAGE 1: Slide header.
 - a. It is important to remember that kids have been learning table manners since they started eating, but these are their first specific manners.
 - b. An easy way to present these specific manners is to have a snack as part of your toddler program.
 - i. Milk or juice and cookies will be plenty.
 - ii. Be sure to have napkins.
 - iii. Have access to a sink for washing up, or else provide Wet-naps.
2. IMAGE 2: Wash up before you come to the table.
 - a. The meal begins before you even come to the table.
 - b. Toddlers know they must wash up before coming to the table.
 - c. If you include a snack, be sure to have them wash up before the snack is served.
3. IMAGE 3: Napkins in laps. Talk to them about napkins.
 - a. Ask them where napkins go. Some will know.
 - b. If doing snack, remind everyone to put their napkin in their lap.
 - c. If you are not doing snack, tell them napkins go in the lap.
4. IMAGE 4: Finger foods.
 - a. Ask them what foods they eat with their fingers. They will have a few ideas.
 - b. You can add chips, cookies, sandwiches, hot dogs on a bun, or carrot sticks if they do not say them.

Continued

Early Table Manners

Wash up before coming to the table.

Napkins in laps.

Finger foods.

Using utensils.

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Image 5

SLIDE 10: EARLY TABLE MANNERS, continued

5. IMAGE 5: Using utensils.

- a. Now ask them what foods they eat with a spoon or fork.
- b. Again, if they don't respond, help them brainstorm some ideas: Soup, pudding, cereal, mashed potatoes or macaroni are familiar foods to most toddlers that they probably eat on their own.
- c. At this point remind them about a few manners for using forks or spoons:
 - i. Don't wave them around.
 - ii. Put them on the plate not the table.
 - iii. If they fall on the floor ask for a clean one.
- d. Toddlers don't have the manual dexterity to hold the utensils correctly. At this point, they are learning about the tool. They'll refine that learning as they become more dexterous.

