



Etiquette for Threes

Let's Learn!

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Let's Learn!

Greetings

Did you know that when people first meet you they often make a decision about the kind of person you are in the first minute or two of getting to know you? How do they make these decisions? By watching the expression on your face, by hearing the things that you say and watching the way you behave. Do you look grumpy or friendly? Are you polite or rude? Are you sloppy or neat?

When a friend, family member or teacher introduces you to someone new, here are some ways that you can make a good first impression:

- ✓ **Say, "Hello."** - When you meet someone, look him in the eyes and say, "hello."
- ✓ **"My name is..."** - When introducing yourself to someone, say, "Hello, my name is (first name only)," in a nice, clear voice.
- ✓ **Use the person's name** - If you know the person's name, use it in your greeting. "Hello. Nice to meet you, Mrs. Smith."
- ✓ **Answer in a clear voice** - If you are asked any questions make sure you answer the person in a clear voice.
- ✓ **Use the same good manners when you say, "Goodbye"** - When it is time to say goodbye, use the same good manners. Look the person in the eye and say, "Goodbye" or "It was nice to meet you," and use her name if you have learned it.

Let's Learn!

Getting Along With Others

Getting along with others is one of the hardest but most important lessons to learn. If you are able to get along well with others you will have many good friends, people will enjoy being around you and you will do better in school. Children who learn how to get along with others become adults who get along with others, so the lessons you learn now will help you be a better grown up too!

“Please”, “Thank You” and “I’m Sorry”

Two of the most important phrases to learn and use are, “Please” and “Thank You”, and “I’m sorry.” What’s great about these words is that once you get used to using them all the time you’ll never forget them!

- ✓ **“Please” when you ask** - Always say, “Please,” when you ask someone for something whether it’s your mom, dad, teacher, friend or even a waiter in a restaurant. People are much happier to get you what you need if you remember to say, “Please.”
- ✓ **“Yes, please” when you answer** - If someone offers you something like a drink or a snack and you would like to have it, remember to say, “Yes, please.” It shows the person that you appreciate what they are giving you.
- ✓ **“Thank you for the...”** - Anytime anyone brings or gives you something (a meal in a restaurant, crayons with which to draw, a toy to share), remember to say, “Thank you.”
- ✓ **“Thank you for being kind”** - When someone does something nice for you like giving you a gift or helping you with something, always remember to say, “Thank you.” It will let the person know that you appreciate what they’ve done for you and it will make them feel good about doing nice things.

- ✓ **Thank You Notes** - As soon as you are old enough to say thank you when someone does something nice for you or gives you something, you are old enough to send Thank You Notes too! Even if you can't write, you can always draw a picture and ask a grown up to write down the words that you want to say. Many people save the Thank You Notes they get from others because they make them feel so special.
- ✓ **“No, thank you”** - If someone offers you something that you do not want, say, “No, thank you.” It lets the person know that you appreciate their offer even if it is something that you don't want.
- ✓ **“I'm sorry”** - We all make mistakes, even grown-ups! It's ok not be perfect all of the time, but when you know you've done something wrong, hurt someone's feelings or you haven't used your best manners, remember to say, “I'm sorry.” Sometimes it's hard to admit that you've done something wrong and it's hard to say, “I'm sorry”, but once you have said it not only will the person whose feelings you hurt feel better, but you will too!

Teachers: While children should be encouraged to apologize when they are aware that they have done something wrong, apologies should be voluntary. Children should learn that apologies are the right way to resolve conflict, not that adults will force them to say they are sorry when they've done something wrong. A forced apology often leads to resentment – an emotion that doesn't help in conflict resolution. If a child opts not to apologize, you can explain to the child who has been hurt that the other child must not have understood that what they did was wrong.

Playing Fair

Having good friends to play with is one of the greatest things in the world, but sometimes friends argue when they play. It is alright to disagree, but you should always try to remember to play fairly. Playing fairly means not grabbing things from each other, remembering to share and take turns, and not being bossy. It means treating all of your friends with kindness by including others that want to join your fun and never teasing or saying hurtful things to anyone.

Here are some things to remember about playing fair:

- ✓ **Use your words** – Words will always work better than pushing, pulling or grabbing. Always try to use your words to tell someone what you want or need.
- ✓ **Be gentle with your hands** - Be gentle with animals, people, plants and all things fragile or delicate. It's no fun when someone is too rough with you so treat people and things with the same respect you would want to receive.
- ✓ **Be gentle with your words** – Speak kindly and carefully. Try not to say things in anger or frustration that you will wish you hadn't said.
- ✓ **Keep your cool** - If someone is doing something to you that you don't like or that is making you feel angry, you should still remember to use your manners to tell him to stop. Instead of shouting at him, tell him politely, "Please stop." If he is still bothering you, keep your cool and try again. If he still won't stop, you can ask for help from a grown-up.
- ✓ **Whining won't work** - Whining when you want something or when you are upset only annoys the person to whom you are whining. Speak in a calm voice and try to explain what is bothering you. Those around you will be more willing to work problems out with you if you are speaking in a kind voice.
- ✓ **Share** - If you and a friend reach for the same toy at the same time or if a friend has a toy that you want, try to figure out a way to play with it together. If it is not the kind of toy that two can share, offer the toy to your friend first, but explain that after a little while you would like a turn to play with it too.
- ✓ **Take turns** - If you have a good imagination it is fun to come up with ideas for games to play with your friends, but remember that your friends have good ideas too. Make sure that everyone has a chance to decide what to play and be a good sport about trying other friends' games.
- ✓ **Include everyone** - If you and a friend are having fun playing a game and another friend asks to join in, let him! Remember it's no fun to be left out and sometimes the game is even more fun with more players.
- ✓ **Use kind words** - Making fun of people always hurts their feelings. Only use kind words with your friends, keep the ugly ones to yourself. If you are with someone who is making fun of someone, don't participate! Quietly remind your friend that making fun of others is unkind and unnecessary.
- ✓ **Talk it out** - Try to handle disagreements on your own. Use your words to talk to your friends about what is upsetting you and how you can work it out so that everyone feels better. Grown-ups are always there to

help if you can't settle your disagreement, but it is always good to try to do it yourself first.

- ✓ **Get an adult when you can't work it out** - There are some situations in which you should always get an adult. If a friend hits, punches, bites or pushes you, you can tell him how that makes you feel, but let a grown-up know too so that she can talk to your friend about not hurting others.
- ✓ **Be forgiving** - If someone makes you angry, hurts your feelings or does something mean to you but apologizes, accept his apology. We all make mistakes and deserve to be forgiven when we try to make things right again.
- ✓ **If someone is sad**, ask them what is wrong and if you can help. If you know that something has happened to him that has hurt his feelings, show him that you care. Sometimes something as simple as a hug will do the trick!
- ✓ **We all need some alone time** - Sometimes when we're feeling sad or angry we just need a little time alone. If you try to help a friend who is feeling down and he asks to be left alone, give him a little space. Sometimes a few minutes of peace and quiet or some time alone with a parent or teacher will be just what he needs to lift his spirits.

Being Patient

Sometimes it's really hard to be patient especially if you're really excited about the thing you are waiting for or if you have something really important to say, but being able to wait your turn shows that you have good manners.

- ✓ **Be patient** - If you have something to say but someone else is talking, wait until they have finished speaking before you begin. Interrupting isn't respectful.
- ✓ **It's ok to interrupt in an emergency** - The only time it is ok to interrupt someone who is talking is if you have an emergency - a time when you must act quickly to keep something bad from happening.
- ✓ **"Excuse me"** - If it is an emergency and you must interrupt someone to tell them something that can't wait, say, "Excuse me" and let them know that you are sorry to be interrupting but that you have something very important to say.

Let's Have Fun!

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Let's Have Fun!

Greetings

Who Would You Rather Meet? - *see reproducible pages*

Let's Get Ready!

- One copy of each of the “*Who Would You Rather Meet?*” reproducible sheets - laminated or covered in clear contact paper for reuse and durability.

Show students pictures pairs of people that they might meet (one sloppy/ one neat, one grumpy/one happy, one displaying good manners/one being rude) and have them decide which looks like the more desirable person to meet. Discuss the reasons why each person would make a good or bad first impression.

Variation:

- After children have become familiar with examples of positive and negative first impressions, role play a variety of examples to inspire discussion.

Greetings! - Guided Dramatic Play

Each student should take a turn pretending to meet his teacher for the first time. He should practice looking the teacher in the eye, saying, “Hello (teacher's name)”. The teacher can ask each child a question or two so that they can practice answering in a clear, audible voice. Once children have mastered this skill, invite someone else into the room (a director, other teacher, or parent) to receive these greetings.

Variation:

- Role-play greetings by pairing students up with each other. Students should introduce themselves and greet the other person appropriately. Role-play using dress-ups to change identities for more fun!

Morning Greetings

Incorporate good greeting habits into your daily routine. Appoint a greeter each day that stands at the classroom door to greet each of his classmates as they come in to the room. If an owner or director is available to greet each child and parent as they enter the building, this is even better!



HERE'S A BRIGHT IDEA...Model good behavior. Greet each student as you would an adult. Shake his hand and say good morning each day. Children will become more comfortable with this custom if it becomes routine. Use polite farewells at the end of the day as well.

Role Call

After calling role in the morning, ask student's "Who's missing today?" Give them a few minutes to determine if any of their classmates are absent. If they determine that someone is missing, acknowledge his absence and express your hopes that he returns tomorrow. Through this activity, students will begin to recognize that they are part of a group and that they are missed when they are not there.

Good Morning Ball Pass

Let's Get Ready!

- Ball, beanbag or some other object that can be passed around a circle.

Practice greeting each other around a circle. The teacher starts by turning the child on her left and saying, "Good morning, child's name ." She then passes the ball or beanbag to that student who responds, "Good morning, teacher's name ." He then turns to the child on his left and offers a greeting while passing the object. Play continues as children greet and respond to each other all the way around the circle.

Variation:

- To keep children on their toes during this activity, the teacher can be the only one to offer greetings and does so randomly around the circle, tossing the ball or beanbag to the child she greets. The child responds and tosses the bean bag back to the teacher. Play continues until all children have been greeted.



HERE'S A BRIGHT IDEA...Whenever you speak to children it is important to get down to their level. Bend, kneel or sit so that they can look you in the eye as they speak to you. By practicing this you are showing them respect while encouraging good communications skills.

Class Ambassador

If you frequently have new families touring your school, elect a class ambassador that will greet prospective parents and/or students as they tour your classroom. Have the student introduce himself and welcome the parent to the classroom. [Practice these skills frequently with students beforehand, teaching them exactly what greeting to use – e.g. “Hi, I’m (first name) . Welcome to our classroom.”] This gives students practice using their good manners with adults and is sure to impress prospective parents!

Let's Have Fun!

Getting Along With Each Other

May I, Please & Thank You

Practice using these three important phrases! Sit in a circle with your students. Pass an item around (any item will do but the more interesting the better so that students will be excited about having a turn). The person to the left of the teacher begins by saying, "May I please hold the (name of the object)?" The teacher passes the object and the child says, "Thank you." The child to his left then asks the same question. When the object is passed he responds, "Thank you." Play continues as the object is passed all the way around the circle.

Variation:

- Use this as a Show & Tell activity. Assign a few children (2 or 3) each week to bring in a something to share. Remind them that it should be something that won't break and that they do not mind passing around. After she has told about her Show & Tell item, the child who is sharing begins by passing her Show & Tell object to the child on her left and after the child has asked appropriately.



HERE'S A BRIGHT IDEA...Children learn most about compassion by the way they see the adults in their life behave. Teachers, parents and caregivers that strive to create strong bonds, that are reassuring and responsive to the needs of others, and that are kind, patient and supportive, model the skills necessary for children to learn to be compassionate.

We All Have Lots of Friends (sung to the tune of *The Farmer in the Dell*)

*We all have lots of friends
We all have lots of friends
Here at (school name)
We all have lots of friends.*

*(Child's name) finds a friend.
(Child's name) finds a friend.
Here at (school name)
(Child's name) finds a friend.*

*(2nd child's name) finds a friend.
(2nd child's name) finds a friend.
Here at (school name)
(2nd child's name) finds a friend.*

<Continue until all children have been picked>

*We all have lots of friends
We all have lots of friends
Here at (school name)
We all have lots of friends.*

This song is sung and acted out like The Farmer in the Dell. The class should stand in a circle holding hands. One child is chosen to start the action and moves to the middle of the circle. His name is inserted into the lines in the second verse. While everyone is singing about him, he selects a friend to bring into the circle with him. The child that is selected now becomes the one about whom everyone sings. The song continues with the inner circle widening until all children have joined the inner circle. Finish the song by singing the verse that begins, "We all have lots of friends..."

The Fair Play Ferris Wheel - see reproducible sheets

Make a poster sized version of the Fair Play Ferris Wheel to hang on your wall. (Many copy shops or teacher resource centers can enlarge and laminate these for you.) Place a rule of fair play card ("use our words", "keep our cool", etc.) in the empty space on the door of each chair of the Ferris wheel. Add them gradually as you learn them or hang them all at once. Review your Play Fair Ferris Wheel frequently.



HERE'S A BRIGHT IDEA...Have students practice being patient during circle time. When you ask a question, wait a few extra seconds to call on someone for an answer. Not only will children become accustomed to being patient, the extra “think time” might give some of your quieter learners a chance to formulate an answer. If it is your policy, be sure to only call on someone whose hand is raised and is sitting quietly.

How Can We Share?

Let's Get Ready!

- Pretzels, Goldfish or other snack (stickers, counting bears, poker chips or any other manipulative with many identical pieces may be used instead of food)

Show students how they share a variety of things equally. Provide a small group of students (4 or 5) with them a bowl of pretzels, Goldfish or other snack. Be sure that the bowl contains a number of pieces equally divisible by the number of children in the group (i.e. If you have 5 children in the group, place 10, 15, or 20 pieces in the bowl). Show students how they could share this snack fairly. Play again with a new number of items.

Class Identities

Foster class identities in your school by naming your classrooms and the groups within them. Pick a common theme (animals or colors work well – e.g. leopards, zebras, giraffes, lions, etc. or Red Roosters, Blue Bears, Green Gorillas, etc.) and select a name for your class as a group. Create a bulletin board in your lobby or entrance where you can publicize good news about your class! You can even make t-shirts that say your class name on them to wear on special days or field trips.

Alone & Together

Talk with your class or make a list together about the things each person does alone in your classroom and the things that they must do together as a team

during the course of a day. Things that children will be expected to do alone might include: hanging up coats or bags, washing hands, or using the bathroom. Group responsibilities might include things like: cleaning up the classroom, lining up to go outside, or participating in circle time activities. Students will quickly begin to see where what your expectations are for them as individuals and as a group.

Follow the Leader

This well-known and simple game is one that helps children practice being a leader and being a follower. Choose a leader and remind the rest of the students that they must pay careful attention to the person in front of them so that they can follow correctly.



HERE'S A BRIGHT IDEA...As we teach children the value of patience, it's important to remind them that there are some situations that may necessitate interruption. If there is an emergency, someone is hurt, or a child needs to use the bathroom; these are times when a child should not have to wait to deliver her message. As teachers, we should be careful not to reprimand a child for interrupting until we know why she has. While patience is a skill of cooperation, protecting or helping ourselves or others are equally important skills of independence, kindness, and compassion. Teaching children to distinguish between times when proactivity is more important than sitting quietly is an invaluable life skill.

“Many Hands Make Light Work”

Let's Get Ready!

- Box of toys with many pieces (e.g. blocks, Duplos, etc.)
- Timer or clock or watch with a second hand
- Paper and pen to keep tally

To help children learn that “many hands make light work”, prove to them how much faster a job can get done with the help of many. Gather students around to watch as you dump a box of blocks out on the floor and assign one child to clean them up. Time the child while he cleans. Now dump the blocks out again, but assign two children to clean them up. Time them as they clean. Try

Let's Get To Know Each Other!



Greetings from Around the Globe

Try some of these greetings and courteous phrases from around the globe!

English	Hello	Goodbye	Please	Thank you
Spanish	Hola (OH-lah)	Adiós (ah-dee-OHS)	Por favor (POOR fah-VOHR)	Gracias (GRAH-see-ahs)
French	Salut (sah-LOO)	Au revoir (OH ruh-VWAH)	S'il vous plait (SEE VOO PLAY)	Merci (mayr-SEE)
Italian	Ciao (CHOW)	Ciao (CHOW)	Grazie (GRAHT-zee)	Prego (PRAY-goh)
German	Hallo (hah-LOH)	Auf Wiedersehen (OWF VEE-tayr-sayn)	Danke (DAH-kuh)	Bitte (BIT-uh)

Let's Get To Know Each Other!



Using Good Manners Around the World

It's important to always be on your best behavior wherever you are, whether you're out to dinner, visiting a friend, at school or even just at home spending time with your family. Children all around the world are taught to use good manners, but did you know that some of the good manners that they are taught are different from the ones that you are taught? Different countries have different beliefs about how to show respect to other people. Here are some examples of ways to show good manners in countries around the world:

In Asian countries like China and Japan it is common to bow at the waist instead of shaking hands to greet someone. In fact it is considered disrespectful to shake hands with Asian women and children. To show respect to an older or important person, you would bow even more deeply. Try bowing to your friends!

In America, we often use a strong handshake when we greet someone, but in most other countries a firm handshake shows anger. It is more common to shake hands gently in other countries.

In Italy and Russia, friends greet each other with a kiss – sometimes one on each cheek!

When entering a restaurant in many European countries like Spain, France, Germany and Italy, men will walk on the left side of ladies and will lead the way to the table.

In America, we stand much farther apart when we talk to someone than people do in other countries. If you talk to someone from another country you might find him standing much closer. It would be considered rude to move away from him. In China and Japan, however, people stand even farther apart when they are talking than we do in America.

Americans love to whistle as a form of cheering, but did you know that in many European countries whistling is a way of booing someone? And in Russia it is not proper for ladies to whistle!

In Holland, all foods are eaten with a knife and fork and are not picked up with the hands!

Did you know that nodding the head means “no” and shaking the head means “yes” in some Middle Eastern countries? For Americans, nodding means “yes” and shaking the head means “no”.

In Turkey, you should not cross your arms when talking to someone.

In Poland, walking on the grass is against the law in most places!

In India, you should take your shoes off when entering the house and you are expected to wash your hands before and after a meal.

In Iran, adults shake hands with children to show respect to the child’s parents.

In Greece, it is common to arrive 30 minutes late to dinner.

Foods like popcorn, corn-on-the-cob, pumpkin pie, watermelon, hot dogs and marshmallows are thought to be strange or even disgusting to the people of many other countries. But some foods that we would consider strange or disgusting are favorite foods in other countries. Would you like to try dog meat, ant eggs, toasted grasshoppers, stir-fried bees or slugs?

Did you know that in some countries burping after a meal shows that you enjoyed the food!

It is often hard to know the rules for good manners when you visit another country because the rules are different around the world. If you visit another country it is important to remember that you are a guest there and that you should show respect by watching how the people of that country show good manners and using those same manners yourself. Someone with rude behavior will seem rude no matter where he is, but being polite and respectful will make a good impression everywhere!

Follow-up Activity:

Make a list of behaviors with your class that they think would be considered rude in any country. Then make a list of behaviors that they think would be considered polite in any country.