

*Emily Post*



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## **Etiquette Programs for Children 4-7** *from the Emily Post Institute*

### ***Top Three Everyday Manners***

- ☺ Magic words: What are they and why are they magic?
- ☺ Thank-you notes: How to write a thank-you note when you don't know how to write.
- ☺ Greetings: "It's nice to meet you!" and the manners of meeting someone new.

In this workshop, kids will learn the basics behind three of the most important everyday manners. Participants learn why good manners are SO important: they show people we care; they make other people feel good; they make the person using them feel good; they are the nice thing to do. Co-author Cindy Post Senning or Peggy Post, will read *Emily's Everyday Manners* to the children. Then the children will participate in two everyday manners activities. The two activities "writing" a thank-you note and role playing greetings will help them grasp the basics of these specific manners. Each workshop participant will receive tip cards to emphasize key points covered in the workshop and a certificate of completion from the Emily Post Institute.

**Audience: kids ages 4-7**

**Length: 45 minutes**

**Audience size: 20-25**

### ***Table Manners Matter!***

- ☺ "Which fork is mine?" And other table manners basics: a simple setting, the start of a meal, and when you're done.
- ☺ "There's a fly in my soup!" What to do when something weird happens.
- ☺ "How do I eat this?" Pizza, with cheese dripping off the sides, spaghetti and other tricky foods.

Mealtime can be a constant frustration for kids and their parents. With Emily's help, participants at this workshop will review basic table manners and, more importantly, learn why we use them. We chew with our mouths closed so we don't gross everyone out. We use napkins instead of sleeves so we don't get our shirts stained. "May I be excused, please?" at the end of a meal shows respect for those at the table. Participants will learn why these manners are SO important. They show people we care and they make mealtime a more pleasant event for kids and everyone eating with them. Co-author Cindy Post Senning or Peggy Post will read *Emily's Everyday Manners* to the children. Then children will participate in two activities that will focus on table manners. The two activities are *Let's set the table!* and *How do I hold this darn thing?* Each workshop participant will receive tip cards to emphasize key points covered in the workshop, a placemat to color, and a certificate of completion from the Emily Post Institute.

**Audience: kids ages 4-7**

**Length: 45 minutes**

**Audience size: 20-25**

***So You're Going to School?!?*** (available until October 15)

- ☺ Lining up
- ☺ Classroom manners
- ☺ Principal, teacher, bus driver, cafeteria helpers, janitor

Whether it's pre-school or kindergarten, that first foray into the school setting requires a new set of social skills for every child. This seminar is designed to help children understand both the how and the why of manners at school. At home you may have to wait your turn, but you usually don't have to stand in line to do it. Raising hands, waiting at your seat until the teacher says you can get up, hanging up your own coat in the coatroom, keeping your desk area picked up, and thanking a classmate for sharing crayons with you, are all basic manners that will help children be more comfortable in the school setting. Co-author Cindy Post Senning or Peggy Post will read *Emily's Everyday Manners* to the children. Then the children will participate in two activities that focus on manners at school. The two activities are *Meet the Teacher* (a basic greeting exercise) and *How Many Ways Are There to Take Turns?* Each workshop participant will receive tip cards to emphasize key points covered in the workshop and a certificate of completion from the Emily Post Institute.

**Audience: kids ages 4-7**

**Length: 45 minutes**

**Audience size: 20-25**

***It's Time for a Holiday Party*** (available after November 1)

- ☺ What to wear?
- ☺ Great greetings.
- ☺ Give a gift; receive a gift.
- ☺ Thank you, thank you, thank you.

Holiday time brings with it a host of special events that children must navigate. This seminar is designed to help children understand both the how and the why of manners at a holiday party. Now is the time to bring out that special outfit for a special party. A great greeting for Aunt Mary will get everything started off on the right foot. Rather than just looking at the ground and saying, "Here" or "Thanks" participants will practice enthusiastic gift giving and receiving including some tips on saying "Thank you" in a way that makes the giver of the gift feel really appreciated. Co-author Cindy Post Senning or Peggy Post will read *Emily's Everyday Manners* to the children. Then the children will participate in two activities that focus on holiday manners at school. The two activities are What to Wear – special clothes for a special day and Give a Gift; Receive a gift. Each workshop participant will receive tip cards to emphasize key points covered in the workshop and a certificate of completion from the Emily Post Institute.

**Audience: kids ages 4-7**

**Length: 45 minutes**

**Audience size: 20-25**

## **Fees & Expenses**

Cost for schools and nonprofit organizations:	\$500 per session
Table manners program:	\$1,500 per session
Additional costs include travel expenses for presenter	

## Sponsorship

Interested parties concerned about expenses are encouraged to find local sponsors. This unique program offers great exposure for underwriters. Corporate logos can be added to posters, signage, workshop handouts, and certificates. Sponsors can also purchase discounted copies of *Emily's Everyday Manners* for participants. Books can include stickers that say "Compliments of SPONSOR ORGANIZATION." Sponsoring organizations can also create gift bags to distribute. Call The Emily Post Institute (802-860-1814) for more information.

## Presenters

All sessions are lead by Cindy Post Senning, Ed.D. or Peggy Post.

Cindy Post Senning is codirector of The Emily Post Institute, Inc., and oversees the book program. Cindy is coauthor of *The Gift of Good Manners*, *Emily's Everyday Manners* and *The Guide to Good Manners for Kids*. Her professional career spans nearly thirty years in education and health; she taught health care to middle and high school students and served as principal of the Duxbury Elementary School in Duxbury, Vermont. Cindy is currently completing her first etiquette book for toddlers.

Peggy Post, codirector of The Emily Post Institute, Inc., has written ten books on etiquette, including *The Gift of Good Manners*, which she wrote with Cindy. Peggy is a nationally recognized authority on etiquette, and millions seek her advice through her monthly columns in *Good Housekeeping* and *Parents* magazines; through appearances on national television; and via hundreds of newspapers and radio stations. Peggy conducts speeches and seminars across the country, and teaches manners to children of all ages.