REMINDERS: Monthly fire drills - record the date & time.
Handwashing before eating and after the bathroom.
(This is the most effective way to prevent the spread of
stomach viruses, colds and flu.)

Communicating for Cooperation

The following suggestions can help foster positive relationships with students, which will:

a) Help students feel welcome and valued in after school care.
b) Set an example for them in their relations with staff and students.
c) Encourage their cooperation.
d) Show parents that their student is treated with respect and appreciation.

- *Greet each student daily.*
  Say something positive to start the day. (You are setting an example of how to greet people and use eye contact.)

- *Use a calm, quiet voice to address students.*
  Students imitate adults. This includes volume and tone of voice.

- *Speak at "arm's length" and at "eye level" as much as possible.*
  Students are more likely to cooperate, when you are seated next to them, rather than "talking down" to them. It makes them feel more like you are partners in problem-solving, rather than an authority figure "bossing them" into obedience. (Do not point at a child. It is disrespectful.)

- *Say "yes" as much as possible. It is more nurturing, yet you can still set limits.*
  For example, "Yes, you may get out the beads after your homework."
  (Instead of "No, you haven't even started your homework.")
  "Yes, you may paint if you can clean up when you're finished."
  (Instead of "No, you made such a mess last time.")
  "Yes, you can go outside when you have your coat and gloves."

(Instead of "No, you're not ready yet.")
"Yes, You may have snack with clean hands."
(Instead of "No, you haven't washed your hands.")

- *Give instructions in a positive format.*
  For example, "Please *walk* in the hall." rather than "Don't run!"
  "For safety, you should carry scissors down at your side." rather than "Don't run with scissors!"
  "We need to hear your 'inside voice'." rather than "Stop yelling!"
  "Please use the chairs." rather than "Get off the table!"
  "Keep your hands to yourself." rather than "Stop poking her!"

- *Regularly report positive things to parents. (If you don't usually see the parent, a note or phone call can be used.)*
  This helps build students' self esteem, increases the frequency of good behavior, and can foster better relationships between parent and child. It leaves students and parents with a positive feeling about school age care, and about their caregiver. It can also increase the parent's trust and support for you when there is a conflict or behavior problem to be addressed.

- *Praise student behavior by describing his/her actions, rather than labeling the student ("good boy"). (The student will complete the thought that indicates he did a good job. This improves self-esteem and increases positive behavior.)*
  "This table is so clean it looks like no one used it!"
  "A minute ago, all the legos were out; now they have jumped back into the box!"
  "I saw one student help another without even being told to!"
  "Your coat and backpack are in the right place!"
  "Thank you for waiting patiently for your turn to talk!"

- *You will get more respect and cooperation from a student if you correct him, one-on-one, without an "audience". Describe the problem, <u>listen to his point of view</u>, and include him in the process of learning new behavior.*