

## HELPFUL HINTS FOR WORKING WITH CHILDREN

1. Dress in clothes that can be easily cleaned.
2. Be happy and friendly.
3. Always know how many children are in the group. Count them from time to time to see that they are all there.
4. Stay where you can see the total group.
5. Never leave the children alone.
6. Talk to the children on their level--physically and mentally.
7. Be positive in what you say to children.
8. Give one direction at a time in words the children can understand.
9. Give children time to follow directions.
10. Be alert to the behavior and needs of the children.
11. Watch and wait until you see that your help is really needed.
12. Show children how to do things if they do not understand your spoken directions.
13. Help children finish one activity before they start another.
14. If children dawdle, help them by guiding them with your hands.
15. Quietly but firmly separate children who are having trouble getting along.
16. Be consistent.
17. Remember that praise is more effective than blame.
18. Give as few commands as possible.
19. Give a child a choice only when you really intend to leave the decision up to him/her.
20. Avoid making comparisons between children.
21. Accept all children as they are. Do not favor some and neglect others.
22. Make each child feel important.
23. Give all children equal opportunities to participate.
24. Laugh with a child but not at him/her.
25. Do not punish a child publicly. Do not use threats or bribes to get the child to behave.
26. Say "no" when you MUST, then do not give in when the child cries or begs.
27. Use a sense of humor.
28. Do not "take it out on the child" if you are nervous, worried, ill, or in a bad mood.
29. Allow the child to be a child. Do not expect adult behaviors.
30. The children's needs come first!
31. Discuss the behavior of the children ONLY with the class or the teacher, not with other friends or other classes.
32. If you are ill, avoid contact with the children.
33. Give the children your complete attention. Do not talk with other students, do work for other classes, write letters, comb hair, etc.