



Service information & Fee structure

There is so much more to manners than just please and thank you.....

The program focuses on character coaching, developing morals, manners and social skills in Foundation Phase Children addressing personal, social, emotional and school behaviour development.

A thirty minute lesson Miss Manners will come do the lesson at your school and uses an entertaining, interactive and age appropriate approach and along with our four very special puppet characters (*Princess Penny, Caring Kurt, Boastful Betty and Rodney Rude*), presents lesson topics in which awareness of choice of behaviour and their consequences are learnt.

Miss Manners sends a lesson summary via e-mail to school/parents allowing insight into what was covered in the Manners4Minors lesson for reinforcement after the lesson which includes a fun activity: colouring sheet/poem/song.

Additional home & classroom behaviour charts are available to encourage preferred behaviour (www.manners4minors.com for a detailed explanation on how the star chart works).

Services available as an Extra mural, Co-curricular lesson, Workshop & Holiday program workshop.....

EXTRA MURAL (>6 children)

Lessons run from February to end of November, a basis of 40 lessons per year. No classes are presented on school/public holidays. Parents are required to complete a registration form and pay a R120 registration fee.

Lesson summary:	E-mailed directly to parents
Lesson frequency:	Once a week
Home behaviour chart:	Included in the annual registration fee of R120
Fees:	Parents are responsible for fees and will be invoiced monthly
Cost:	R120 Registration fee R160 p/child per month

(Miss Manners has a direct relationship and communication with parents that have registered their children on the program)

CO-CURRICULAR (>40 children)

Manners4Minors lessons form part of the school's curriculum as a group activity where the whole class/grade takes part in the program. The classroom behaviour chart is a great additional reward system that can be used for the whole class and Miss Manners will acknowledge the star of the week in the following lesson rewarding good behaviour in class.

Lesson summary:	E-mailed to school
Lesson frequency:	Once a week
Classroom behaviour chart:	Available per class
Fees:	School will be invoiced monthly (School has the option to build the cost into school fees upfront or parents can be informed of the activity and include this payment in addition to their school fees)
Cost:	R80 p/child per month

WORKSHOPS (>25 children)

Just imagine the impact of your entire foundation phase being taught the same behaviour coaching and social skills at the same time!

To encourage the participation of *all* learners, workshops are offered at only R20.00 per child per workshop, a workshop summary and topic relevant activity will be given to the school to re-enforce the theme in class as well as to inform the parents and teachers of what was covered.

Classroom behaviour charts can also be used in the workshop service where monthly workshops are booked - those awarded for good behaviour in class will be acknowledged at the following workshop in front of all their friends as the "star of the class".

Home merit charts are also available for parents to purchase at an additional cost of R120 each and can be ordered directly from Miss Manners and delivered to school.

Lesson summary:	E-mailed/hard copy given to school on the day of the workshop
Lesson frequency:	As per school's requirements
Classroom behaviour chart:	Available per class
Fees:	School will be invoiced after each workshop (School has the option to build the cost into school fees upfront or parents can be informed of the activity and include this payment in addition to their school fees)
Cost:	R20 p/child per workshop

There are many workshop topics to choose from....

Below are just a few of our very popular workshops available, for any additional topics not listed please let me know your requirements.

WORKSHOP	OBJECTIVE OF WORKSHOP	TICK
Bully Workshop Grade RR-3	How to identify a bully; knowing the different types of bullying (physical vs verbal); the causes of bullying; how to implement the 3 reaction steps when being bullied.	
Listening	This workshop aims to reinforce the importance of listening to not miss out on important information, make parents and teachers proud and make friends feel special that they have been listened to.	
Stranger Danger	The aim of this workshop is to make children aware of stranger danger and how to attract attention to, and defend themselves in a manner that does not create fear but rather awareness and empowerment.	
Dealing with grief	It is important to make children aware of the reality of grief and how best to handle it. Trying to shelter children from these realities only denies them the opportunity to express their feelings and be comforted.	
Caring and sharing	The aim of this workshop is to teach children how to recognize that their behaviour affects others as well as themselves and to play co-operatively and care for each other.	
Where Are My Manners?	Young children enjoy the feeling of being loved and accepted. The knowledge that the parent or care-giver approves of their behaviour is comforting for the little one. It is this very need to be accepted and loved that we will use to make the child accept the importance of good manners. We will show the children that a person with manners is someone with whom others want to play and be around. Mannerly behaviour makes people smile and feel happy.	
Bathroom Behaviour	Nobody really likes to talk about what goes on in the bathroom, but we do need to have special manners when we use a bathroom in our home, a public place or at a friend's house.	
Whining and Nagging	This workshop tackles the unfortunate habit of whining and nagging. Children of all ages have been known to do this and it must be discouraged as soon as possible! Because it is a habit, it is behaviour which has to be 'unlearnt' and replaced with more desirable actions. We will show them that the result will be that they will be happy, and their parents will be happy! A win-win situation!	
Tattle Telling	This is a much needed workshop on the habit of "tattle-telling", "tattling" or "telling on". Children do not yet know when to differentiate between a situation which they can competently solve and one where an adult is needed. Quite often, when there is a conflict, the child runs immediately to an adult to complain, wanting immediate solutions to the problem. We need to encourage them to think for themselves and see if there is something they can say or do which could solve the problem.	
Personal space	This workshop deals with private body parts on a basic level which may not be touched. It is important to know how to handle a situation that makes you feel uncomfortable as well as important to realise how you make others feel when you are the one touching where you shouldn't.	
Anger Management	This workshop teaches the children that we cannot always be perfectly happy human beings and at times we get really angry. The important thing here is HOW TO DEAL WITH ANGER as it is a strong feeling. Not only is it important to deal with it correctly for other people's benefit, but it will also help us to feel better so much more quickly.	
Playground Etiquette	This workshop is to guide children in how one should behave at school on the playground, when there is less supervision than in the classroom situation. It will teach them how best to carry themselves so that they and others can maximise their happiness and keep the peace at school.	
Restaurant Behaviour	The need for this workshop became very clear when a man who owns a restaurant told of how badly he and his staff are treated by the majority of people visiting his restaurant – both adults and children.	
Help I'm lost!	This workshop is all about safety skills, particularly those a child needs when they are lost and aims to take the sense of fear and panic out of the equation to empower them to act in a way that solves the problem.	

****Holiday program workshops available on request and quotation submitted as per school's specific needs, please let Miss Manners know your requirements****



How To Book A Miss Manners service...

Simply complete the booking form indicating preferred service, topics, dates and start times which Miss Manners will accommodate as best as possible or discuss alternatives. Booking form to be returned to: sharlene@manners4minors.co.za



EARLY BIRD bookings for 2019 (received by the end of Nov) will secure the below fee structure...

SCHOOL NAME:	Blouborsie Kleuterbewaarskool		
ADDRESS:	17 Loretha St, Van Riebeeck Park, Kempton		
TEL. NO.:	011 976 3500		
EMAIL ADDRESS:	admin@blouborsie.co.za		
CONTACT PERSON:	Olga (Hoof)		
SERVICES:	WORKSHOP <input type="checkbox"/>	CO-CURRICULAR <input type="checkbox"/>	EXTRA MURAL <input type="checkbox"/>
COST PER CHILD:	R20 p/child per workshop	R80 p/child per month	R120 Registration fee R160 p/child per month
NO. LESSONS PER MONTH:	___ per month	4 per month	4 per month
LESSON DAY:			
START TIME: (HALF HR LESSON)			
LESSONS COMMENCE:	Date:		
FREE WORKSHOP BOOKED:	Date: Time: Topic:		
NO. CHILDREN BOOKED:			
GRADE/AGE:			
LANGUAGE PREFERENCE:	ENGLISH	AFRIKAANS	

Thank you for considering booking with Manners4Minors Boksburg/Kempton Park, I am looking forward to being of service to your school (please note this signed form will serve as confirmation of your booking/s).

I *consent/do not consent* to photographs being taken during, before or after classes (relating to Manners4Minors lesson) being used for marketing and/e-mail lesson summary reports.

Should you have any queries, please do not hesitate to contact me.

Manners greetings,
 Sharlene Horn – Miss Manners
 Manners4Minors Boksburg/Kempton Park
 Email: sharlene@manners4minors.co.za
 Cell: 079 659 1059
<https://www.facebook.com/boksburg/kemptonparkmanners4minorsfranchise>

School Representative

Signature & Date