



Do's and Don't's at Twistin Tots Classes

Do:

- **SMILE!**
- **Be as enthusiastic as possible – the more you seem to be enjoying yourself, the more the children and their parents will enjoy it.**
- **Join in with all the actions for songs as much as possible – very young children will copy what you do, so if you do nothing, so will they!**
- When you are walking round with props – e.g. Incy Wincy or Wiggly Woo – try and get round as many children as possible and make sure all are included. If you miss some children for one song (as the song finishes for example), go to those children for the next song
- If there are parents with non-walkers, make sure you take instruments / props, sticks etc over to them, rather than expecting them to come to you when using songs that require instruments / props
- Make sure you include all children – if you see a child not joining in, encourage them to participate – you will be able to tell if they want to or not from their reaction!
- Encourage parents to join in – children will enjoy classes more if mummy / daddy or granny are joining in too (obviously don't force anyone, the classes are supposed to be relaxed and fun!)
- Treat all the children the same – don't have favourites!
- Be careful not to hit children with boxes when you are putting equipment out – they often get under your feet without you noticing!
- When tipping instruments out on the floor
 - Remember to warn children to mind their toes
 - Spread the instruments out as much as you can so that as many children as possible can access them
- Make sure that you lift and carry equipment safely – bend your legs when lifting heavy tables or boxes.
- Remember to get every new person to complete an Image Use form – preferably at their first attendance as otherwise you may never get the information back.
- When someone has completed the Image Use form – please make sure it is legible. Double check them with the person if anything is unclear if possible.
- Read the TT Safeguarding Policy and adhere to it at all times.
- Send your time sheets for the month to JD on time – any delay will cause late payment of salaries.



Don't

-Give your child props before other children if they are accompanying you – remember customers are paying, your child is not! (The exception to this may be if your child is likely to throw a tantrum for example if they don't get something).
-Ever tell off someone's child. If they are being naughty to another child – point this out to the parent and let them deal with it. If they are misbehaving generally in class, try and get them to do something within a song / get them involved with something to give them attention and take their mind off being naughty.
-Knock boxes on the side of your car/walls/tables as they are not terribly strong and will break!
- ...Allow people to put out flyers etc at your classes that compete in the same market as Twistin Tots / Twistin Tinies Adventures or Twistin Tikes.
- Allow your friends to come in for free – this will affect how much you get paid!!