



Tea Party Event Kit

Dear Friends,

Ruby has been invited for tea with the Queen! But first she has to work on her manners! Just in case you are ever invited for tea with the Queen, why don't you invite your friends over to your store for a fun-filled afternoon of games and manners? Ask them to dress in their very best elegant or royal clothing! Don't forget to say "please" and "thank you"!

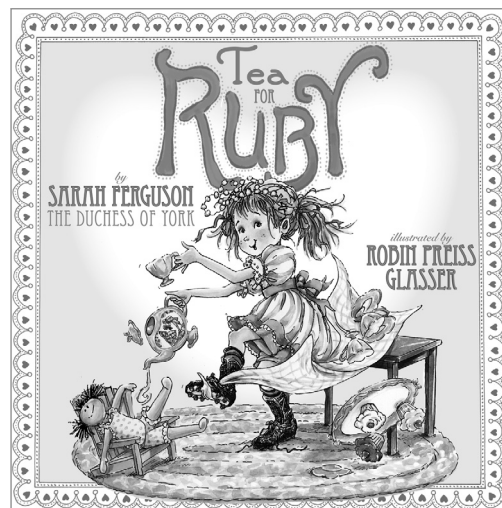
Included in this *Tea for Ruby* event kit:

- Suggested Event Schedule
- Ruby's Rules for Good Manners
- Do You Know Your Manners? Discussion Activity
- Mind Your Manners Word Search
- Where Is the Tea Party? Maze Activity
- Design Your Own Crown Activity
- Sing Your Way to Better Manners Sing-a-Long
- Penny Night Manners Game
- Practice Your Manners Activity
- Folded Thank You Note
- Solutions Page

Have fun!

Sincerely,

THE CHILDREN'S MARKETING DEPARTMENT
Simon & Schuster Children's Publishing
1230 Avenue of the Americas, 4th Floor
New York, NY 10020



By Sarah Ferguson,
The Duchess of York



Illustrated by
Robin Preiss Glasser

TEA FOR RUBY

A Paula Wiseman Book • Simon & Schuster Children's Publishing • SimonSaysKids.com



Tea Party Event Kit

Suggested *Tea for Ruby* Schedule

One month ahead

- Pick a day and time for your event.
- Check your inventory of *Tea for Ruby*

Three weeks ahead

- Promote the event in your store calendar, newsletter, or local newspaper.
- Notify your customers, local schools, libraries, after school groups, etc.
- Make a list of all the materials you might need, such as crayons, pencils, pencil sharpeners, etc.

One week ahead

- Photocopy the reproducible sheets. Make sure you have enough for everyone (plus some extras, just in case).
- Make arrangements to have the materials you'll need in time for the event.
- Make sure there is film in your camera so you will be able to take pictures of the event.
- Polish up your manners!

Event day

- Double-check handouts and have them waiting nearby for easy distribution.
- Once all the guests arrive, read *Tea for Ruby* aloud.
- Pass out the reproducible activity sheets.
- Don't forget to take pictures!

After event day

- E-mail elke.villa@simonandschuster.com with a recap of the highlights from the *Tea for Ruby* event.
- Please send all photographs to:
Simon & Schuster Children's Publishing
Attention: Elke Villa – 4th Floor
1230 Avenue of the Americas
New York, NY 10020
- Be sure to include a photo or two in your next newsletter.
- Don't forget to restock *Tea for Ruby*!





RUBY'S Rules for Good Manners

Remember . . .



No shouting



Do not interrupt



Always wait your turn



Say "please" and "thank you"



Don't talk when it's time to be quiet



No talking with your mouth full



During meals, remember to use your utensils and napkin



Sit up straight



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Do You Know Your Manners?

Let's see how well you know your manners! Have a grown-up read the following situations to you, then answer the question. There is no right or wrong answer, but some answers will be more appropriate than others. Have the grown-up tell you if your answer shows good manners or bad manners. Keep Ruby's rules for good manners in mind!

1. You are sitting at a table with some other children coloring. You want to use the green crayon, but you can't reach it. The other children can reach it. What would you say to the other children?
2. You're hanging out with a few of your friends, talking about school. One of your friends is talking, and you want to say something too. What should you do?
3. You're eating dinner with your family. While you're chewing your food, one of your family members asks you a question. There is still food in your mouth. What should you do?
4. There is a new student in your class. He just moved to your town from a different state and doesn't know anyone yet. The teacher sits him right next to you. He is very shy. What can you say to him?
5. It's lunchtime at school, and someone in your class forgot her lunch money. You have a sandwich, a drink, and two cookies. What can you do to help the other person?
6. Remember, dressing appropriately is one of Ruby's rules. What is a good outfit that you can wear when you go to a friend's house to play? What's a good outfit to wear to school? To a party?





Tea Party Event Kit

Mind Your Manners Word Search

Ruby has a lot to learn before she has tea with the Queen.
Can you help her find some words that will help her remember her manners?

G	E	M	O	C	L	E	W	T	M	Y	L	Y	N	U
R	Z	R	K	X	X	B	E	A	E	G	B	Z	O	G
A	Y	R	E	A	H	A	N	F	R	H	G	Y	D	Q
N	N	B	F	F	C	N	F	S	L	Q	K	E	K	Y
D	R	A	U	U	E	R	O	T	P	N	T	I	F	I
M	T	Q	P	R	Z	N	U	K	A	E	K	B	X	Z
A	B	O	S	K	J	S	Q	H	L	S	D	B	Q	T
D	Y	T	P	P	I	V	T	E	A	A	R	W	Z	P
D	V	V	N	A	R	N	T	P	C	E	A	C	G	U
I	N	V	I	T	E	I	A	G	E	L	C	G	R	R
N	E	E	U	Q	L	T	N	B	A	P	H	W	Y	R
I	R	W	T	O	Z	Z	N	C	C	B	P	I	B	E
L	T	C	P	H	I	T	L	J	E	Z	P	C	L	T
W	O	R	E	M	E	M	B	E	R	S	O	H	A	N
K	E	D	P	O	H	I	R	P	Q	W	S	H	C	I



CARD
GRANDMA
INTERRUPT
INVITE
MANNERS
NAPKIN
PALACE
PLEASE
POLITE

PRINCESS
QUEEN
REMEMBER
RUBY
TEACUP
TEAPOT
THANK YOU
WELCOME

Tea
FOR
RUBY



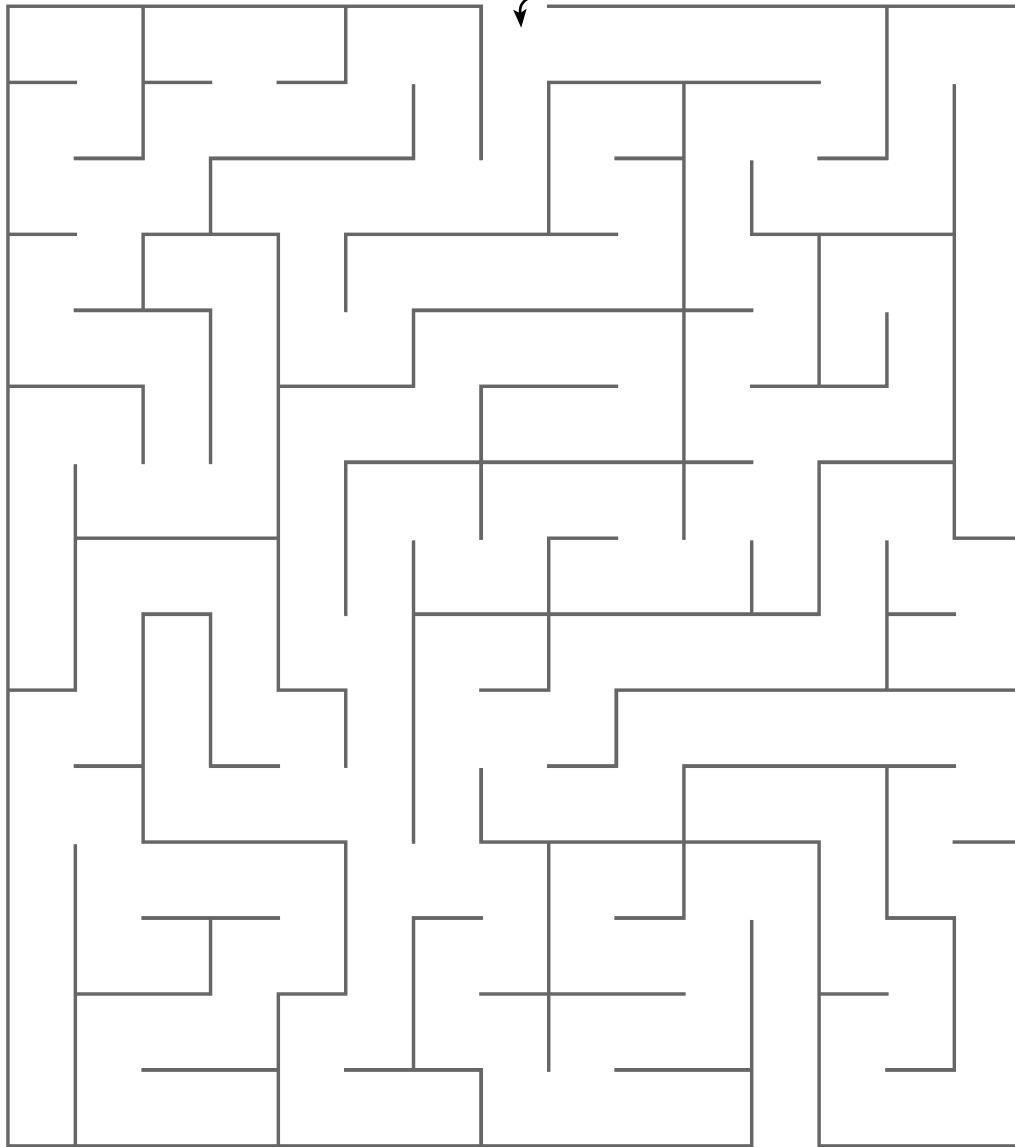
Tea Party Event Kit



START

Where Is the Tea Party?

Ruby has been invited to have tea with the Queen,
but she's not sure how to get there!
Can you help her find her way?



END





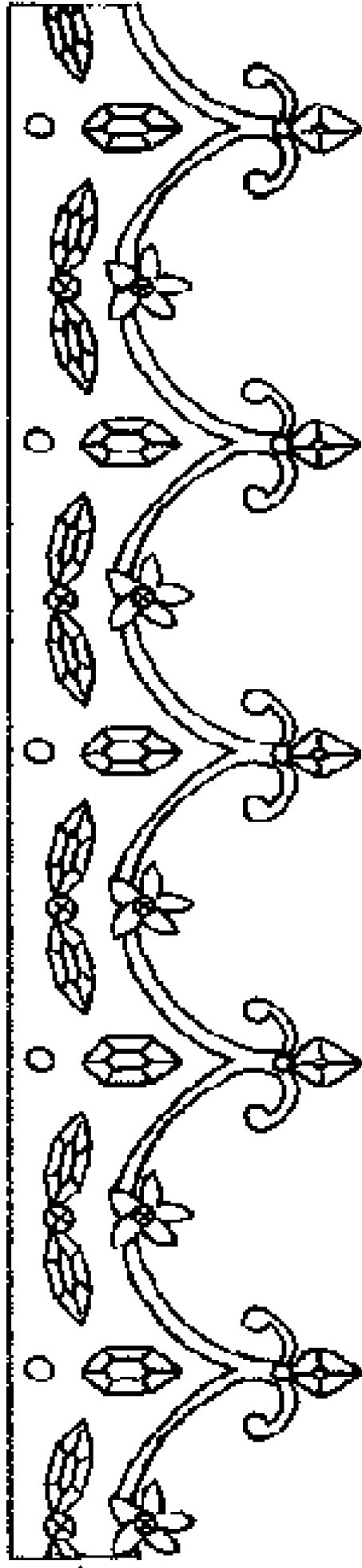
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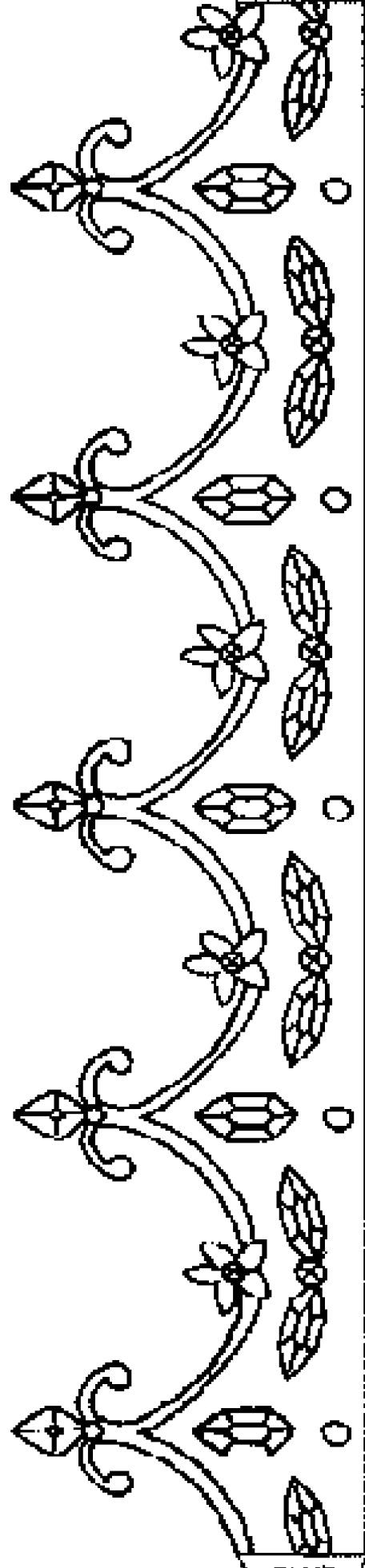
Design Your Own Crown

Every princess needs a crown! You'll need crayons, markers, or colored pencils for this activity, so make sure you have some handy. Color in both halves of the crown, then cut out both pieces. If you have glue or tape, use that to connect the two pieces into a circular crown. Otherwise, ask a grown-up to staple the two pieces together. Put it on your head, and make sure to use your best princess manners!

GLUE TAB HERE



GLUE





Tea Party Event Kit

Sing Your Way to Better Manners

Learning about manners can be fun! Here is a collection of songs that will teach you good manners. Sing them alone, or with your family and friends. Either way, you'll be having fun and learning good manners in the process!

Thank You

(Sung to the Tune of "If You're Happy and You Know it")

When my grandpa gives me something, I say "thank you."
When my grandma gives me something, I say "thank you."
I can see it makes them happy
when I say it so politely.
Yes, good manners mean to always say "thank you!"

Manners

(Sung to the Tune of "I'm a Little Teapot")

I have super manners, yes I do.
I can say "please" and "thank you" too.
When I play with friends, I like to share.
That's the way I show I care!

Table Manners

(Sung to the Tune of "Frere Jacques")

Chewing quietly, chewing quietly,
do not slurp, do not slurp!
we must say "excuse me,"
We must say "excuse me,"
when we burp.
when we burp.

Friends

(Sung to the Tune of "Twinkle, Twinkle, Little Star")

We say "thank you," we say "please,"
we don't interrupt or tease.
We don't argue, we don't fuss,
we listen when folks talk to us.
We share our toys, we take our turn.
Good manners are easy for us to learn.





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Practice Your Manners at Home with Family Penny Night!

Good manners start at home, and what better way to practice them than with a game the whole family can take part in and enjoy! Penny Night is best played at dinner or another meal when the whole family will be present. Here's how to play:

1. Each member of the family gets five pennies stacked in front of them at the beginning of the meal.
2. Throughout dinner, keep an eye on your mom and dad and brothers and sisters to see if anybody forgets their manners! When they do, politely point out their mistake, and you get one of their pennies. Remember, they'll also be keeping an eye on you!
3. At the end of dinner, whoever has the most pennies in their pile wins. Congratulations on having wonderful manners!

Use Ruby's Rules for Good Manners as a guide for Penny Night, but don't forget your other good table manners like keeping your elbows off the table, not playing with your food, and cleaning up your own dishes when the meal is over.

Uh-oh—looks like Ruby's family could use a Penny Night or two!





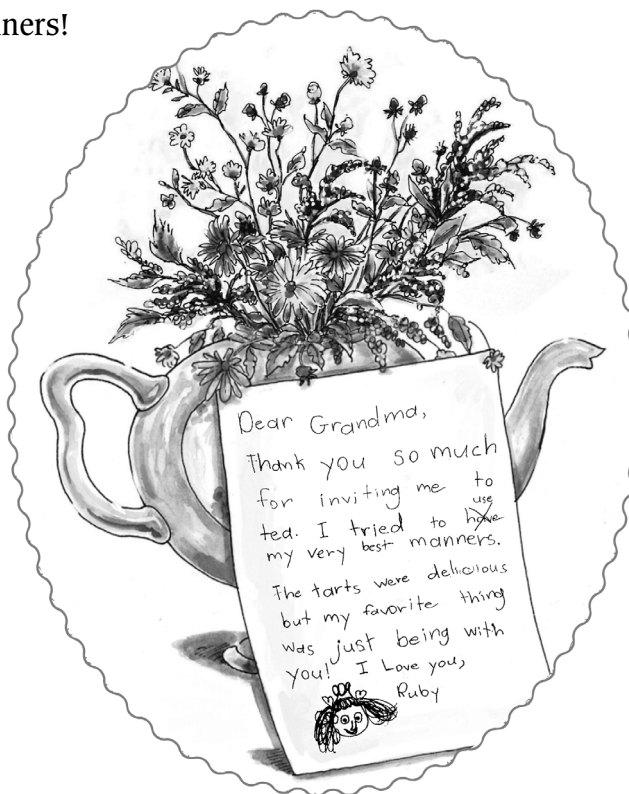
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Practice Your Manners

Next time you need to say “Thank-you” to somebody, why don’t you try using this guide and the foldable thank you card on the next page. Instead of simply saying thank you, write a letter like Ruby writes to her grandma after the tea party.

1. Start your letter with the word “Dear,” and then put the name of the person you’re writing to.
2. Next, say why you’re writing to them. Start the sentence with, “Thank you so much for” and then finish it with whatever you’re thanking them for. (Ex: for inviting me over, for the nice present, for coming to my party, etc.)
3. Include a sentence that explains why you’re thankful. (Ex: The present is so pretty, I play with it all the time! Or, I had so much fun at your house, and I love spending time with you, etc.)
4. Add one more sentence that says something nice about the person you’re writing to. (Ex: You’re a great friend, I can’t wait to hang out again, etc.)
5. Finish the letter by signing your name. Use the word “From” or “Love” and then put your name after it.
6. If you’d like, draw a picture on the letter. Or just put it in an envelope and give it to the person you wrote it to.

What nice manners!



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Cut out card and fold on dotted line



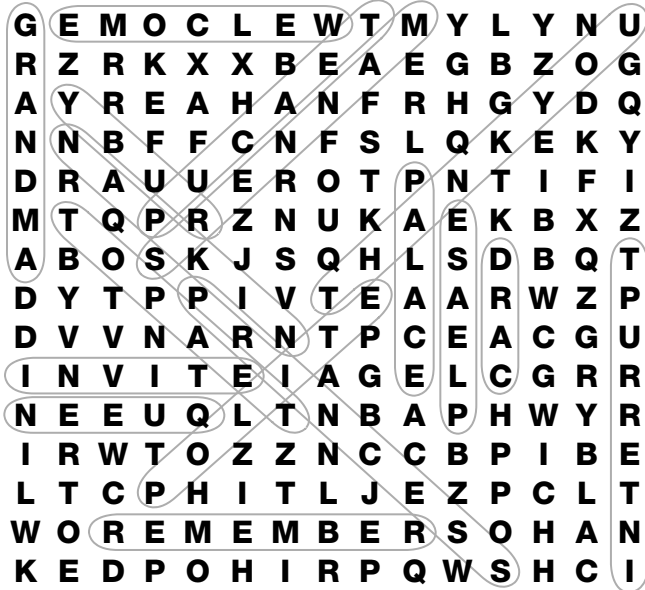
Cut out card and fold on dotted line



Tea Party Event Kit

Solutions

Mind Your Manners Word Search



CARD
 GRANDMA
 INTERRUPT
 INVITE
 MANNERS
 NAPKIN
 PALACE
 PLEASE
 POLITE

PRINCESS
 QUEEN
 REMEMBER
 RUBY
 TEACUP
 TEAPOT
 THANK YOU
 WELCOME

Where Is the Tea Party?

