



A home or classroom post office supports social interaction and writing skills. A post office encourages children to recognize their own names and the names of their friends. Children will enjoy writing to friends and receiving letters from each other.

Supplies



- ★ 1 Large Cardboard Box
- ★ Scissors
- ★ Paper (Assorted Colors and Sizes)
- ★ Envelopes (Assorted Colors and Sizes)
- ★ Writing Utensils (e.g. Crayons, Markers, Pencils, etc.)



Playing Post Office

Skills Learned: Language / Literacy Skills, Creativity / Play, Fine Motor Skills, Social Interaction

Directions

- 1 Talk to the children about creating a home or classroom post office.
- 2 Make a list with the children, of what they will need.
- 3 Create a Post Office / Mail Box by having the children paint a large cardboard box. You will need to cut slits in it. Cut as many slits as there are children. The slits will become the mail openings through which the children will place their letters. Write each child's name next to a slot.
- 4 Have a variety of writing instruments available to the children.
- 5 Put out different sizes of paper and envelopes.
- 6 Stickers can be used for stamps or children can create their own.
- 7 Have the children draw pictures and write letters to each other or to family members. (Take dictation for those who need help.)
- 8 Tell children to put their completed letters in envelopes.
- 9 Show them how to write a friend's name on the envelope.
- 10 Tell the children to deposit their envelopes in their own mail slots and demonstrate how to do this.

Later, you can deliver the mail (i.e. to the other children in the group, or to the parents of the child).

Tips For Mixed Ages: For 2's and 3's - ask them to dictate what they want to say and then write it down. Then make sure you read it back to them so that they know you listened and really wrote their message. Address the envelope while they watch. Name each letter so that they begin to recognize the letter and sounds. Encourage 4's and 5's to hear the sounds and to write the letters they know.



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