
**TEACHING THE PROCEDURES AND ROUTINES TO MANAGE KIDS
AT THE KINDERGARTEN**

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Abstract

Teaching the routines and procedure is the way to form good skill and behaviour at the early of education. The habit and routine are formed from home. Classroom routines and procedures is a set to maintain order in the classroom. When entering the classroom, students will enter in a quiet manner. They will sit at their assigned desk and have all material ready to begin on required work. Once the bell rings and the door is closed, students will be seated and working. Tardiness is unacceptable and if the student receives more than three unexcused tardies per 2 months. The principle will be discussed with their parents. Also, students should not be more than three minutes late to class. Students will maximize their learning time by staying on task and following directions, and remain seated unless instructed to do otherwise. There will always be work available for the student to complete. Being patient, which is also the rule, students must follow all the rules at school. They all should be actively listening to one another and learning. The last and most important rule is to be polite. The purpose of this research is for ways to shape good skills and behaviors at the beginning of education. There are also procedures that can be achieved in carrying out early childhood learning for Jamal in his book Strategic Management of Early Childhood Learning, including global ordinances (Ganze ordinances), trial procedure, procedures for learning while doing, procedures for home schooling groups and procedures for Glenn Doman

Keywords: Procedures, Routines, Good behaviour



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INTRODUCTION

Early childhood education is a huge investment for families as well as for the nation (Aubert, Molina, Schubert, & Vidu, 2017). Children are the next generation of the family and also the nation (Susanta, 2019). The success of children needs to be based on the habit of following good rules and procedures in education (Pratiwi, 2017), family and society. Therefore, PAUD education is very important for every family in order to create a good and right next generation of families (Tanu, 2019).

Early childhood is in progress both physically and mentally. It is good that parents always provide direction and supervision (Fithri & Setiawan, 2017). At an early age, children will better absorb and capture the knowledge given to them (Ariyanti, 2016), by instilling character values in children. If character planting from an early age has been carried out both in the family and school environment (Safitri, 2018), it will form good morals and manners. Early childhood is critical for character orders. Character education at

Grediana Rumlus

an early age is an effort to lay the foundation for character (Abdul, Rostitawati, Podungge, & Arif, 2020).

Character education for early childhood is intended to instill good values so that they can become a habit when they become adults or at the next level of education (Hu, Yang, & Jeong, 2016). Character education for early childhood has a higher meaning than moral education because it is not only related to the problem of right and wrong (Warren, 2021), but how to instill habits about behaving well in life so that children have the awareness and commitment to implement virtue in everyday life (Fakhriyani, 2017). Furthermore, according to (Soetari, 2017) the character of a person who is positive or noble will raise a high and noble status for himself.

According to (Nasution, 2018) the process of development and formation, a person's character is influenced by two factors, namely environmental factors (nurture) and innate factors (nature). Environmental/community factors greatly influence the development of children's character (Hayati, 2016), because daily activities such as playing, socializing, and communicating occur in the environment/community (Sary, 2017). When in the environment the child will experience periods of development (Soetjningsih, 2018), and responsibility will be embedded in it. However, the environment can also make children's morals and morals decrease because the environment around them is not good, so it can worry about the child's character (Juwita, 2018).

Completing the description above, another opinion is expressed, it is not difficult to find noble cultural values in character education, because the Indonesian nation is known as a nation that still upholds the noble traditions and culture of the East (Tesaloka & Munawar, 2016). Noble values are the main aspects that are internalized to students through character education (Asriani & Sa'dijah, 2017).

The purpose of this research is for ways to shape good skills and behaviors at the beginning of education. According to (Widyaningsih, Zamroni, & Zuchdi, 2014) character refers to a series of attitudes, behaviors, motivations, and skills. Character in children is formed because of the habits they do, the attitudes they take in response to circumstances, and the words spoken to others. A child's habit will be formed if the action is carried out every day and repeatedly, initially the action is carried out by force but once done it will become accustomed. Children will always have good habits if parents set good examples, so that they can build children's character into good personalities, responsibilities, and always speak politely. The benefit of research is to provide information about routines and procedures for forming good behavior and behavior at the beginning of education.

RESEARCH METHODS

Good routine means a lot to be successful in life. However, as meaningful as routine, some of them lack knowledge of their abilities. Even though most parties fall into a bad routine for choices, it also means focusing on good routines to have and cultivate in your daily routine. Learning is a vital element in human life, without learning human life cannot grow naturally. Because learning means meaning, so that learning becomes a measure of human credibility and civilization. It continues to be the greater the level of human learning until the greater the level of credibility. Likewise the opposite, continues to be the level of human education until it continues to be the level of human credibility.

Learning for human life is an absolute need that must be fulfilled as far as life. This shows how meaningful learning is for human life. Produce creates quality. For UNESCO, compulsory learning is formed on 4 pillars, in the form of learning and learning, learning

to learn to be, and learning to live together.

Grediana Rumlus

Learning management efforts that are tried by humans to improve character that is in accordance with the norms of the provisions contained in the citizens. Parents are the starting area and especially the place where children are connected as the oldest learning institutions, meaning that this is where the learning process begins. So that parents function as educators for their children. The family area is also said to be important, especially because most of the child's life is in the family, so that learning that is very much accepted by children is learning in the family.

Not only that, learning is also where the process of interaction between educators and student participants aims to achieve national learning that has been formulated. Parenting is no less meaningful in realizing national learning as stipulated in Law Number. 20 of 2003, national learning aims to improve the ability of students to become human beings who have religious spiritual strength, personal abilities, character, intelligence, noble morals, and skills needed by themselves, citizens, the nation and the country. There are also procedures that can be achieved in carrying out early childhood learning for Jamal in his book Strategic Management of Early Childhood Learning, including global ordinances (Ganze ordinances), trial procedure, procedures for learning while doing, procedures for home schooling groups and procedures for Glenn Doman.

RESULTS AND DISCUSSION

Classroom routines and procedures are a set to protect discipline in the classroom. When entering the classroom, students enter quietly. They sit at a set table and prepare all the materials for the work needed. After the bell rings and the door is closed, students sit and work. Tardiness is unacceptable and if students receive more than 3 unforgivable per 2 months. The ring is thorough with the parents. Not only that, students should not be more than 3 minutes late for class. Students who can optimize their study time by always on assignments and exploring directions, and always sit at the place instructed by the reverse. There should always be work available for students to complete. Be patient, which also regulates the rules, students are obliged to explore all the provisions in school. They are obliged to actively observe each other and learn. The last rule and above all is to be polite.

Early childhood education requires a different methodology from education at other ages. Early childhood education requires a unique and creative methodology. The position of a teacher is needed in educating children and changing the abilities of students. From here, teachers in PAUD are not seen only as carers and mentors, but teachers are required to meet reliable standards. Jamal launched the words of Rini Utami Aziz, educators are required to have academic qualifications and competencies as educational institutions, physically and mentally healthy, and have the expertise to realize national learning goals.

The quality of educators really ensures the learning outcomes achieved. Learning failure and learning greatly help the quality of teaching staff who understand reliable modules, system methodologies, and expertise.

There are also procedures that can be achieved in carrying out early childhood learning for Jamal in his book Strategic Management of Early Childhood Learning, including:

a) Global ordinances (Ganze ordinances)

This method is the closeness of the child to make a sentence in his own sentence. For example, when reading a novel, children are asked to describe it in their own words. So that the data obtained by children from their own learning outcomes is longer absorbed. Thus, children think creatively and take initiative.

b) Trial procedure

Procedures for children's closeness education as well as opportunities for children to carry out their own experiments. The subject fits The results of research by Maryam, a teaching staff at Ciganjur School of Nature, South Jakarta, who reported that there were 3 steps that children tried to make it easier to enter data, namely listening, writing or drawing after that they saw and carried out their own experiments.

c) Procedures for learning while doing

Learning by doing is based on learning from experience. This approach allows learners to encounter a minimum of tutorials from a person of age. This approach assumes that students learn very well by participating in the educational process. Instead of being told or presenting answers, they are treated to problems, problems, situations, or activities that they must understand for themselves, meaning that nonverbal language functions in the teaching and learning process, most of which adopt the Froebel language. kindergarten education model as well as the casa dei bambini Maria Montessori education model.

d) Procedures for home schooling groups

The house is the closest area for children as well as the best place to learn for children. At home, children can learn at their own pace. No need to sit still waiting for the bell to ring, no need to compete with other children, no need to worry about misrepresenting in front of the class, and can immediately get appreciation or correction if he makes a mistake. This is where the position of the mother becomes very meaningful, because the main task of the mother is actually the housekeeper and child educator. In the house, a lot of sinful suggestions are used for children's education. Children can learn many concepts about items, colors, shapes, and so on when mothers cook in the kitchen. Children can also understand Allah's creation through the various living things near the house, observe mothers reciting prayers, reciting verses from the Koran, and the stories of the prophets and their friends in a safe and fun atmosphere. Therefore, home is an appropriate area for sharing learning with early childhood.

The procedure for the home schooling group can be accessed by all members of the population, because in its application it has a dynamic character and can vary according to the socio-economic conditions of the parents. In its application, the home schooling group requires learning and play groups that can be made by some of the child's parents (mothers) themselves. This matter aims to instill the concept of socialization in children, build solidarity between mothers, not only reduce the burden on mothers and efforts to revise community areas. The home schooling group curriculum is expected to reflect the activities of building children's character skills, religious knowledge and scientific skills (cognitive, language, aggressive motor, fine motoric, art, independence, and social emotional).

The involvement of parents (mothers) in this procedure is very dominant and the distance from the child to the home schooling group can be reached on foot. This matter makes home schooling an advantage. The position of mothers as early and primary educators is not only in order to educate their children. This is because the child is in contact with the children of other people in the environment. Our children need friends to learn to socialize and train to be leaders.

So PAUD teachers do not mean mothers educate their children individually, but they can be tried in groups by linking parents (mothers) around their environment to become a teaching team (teacher). The study group system in the form of a group is not only for fostering togetherness and training children in socializing, it also increases brotherhood and intimacy between parents so that it makes it easier to share solutions to cases arising from these children

Grediana Rumlus

e) Procedures for Glenn Doman

This procedure directs our toddler to read. Glenn Doman uses this method on children who have brain injuries, which makes them late compared to other children of his age, whether in dialogue, reading or analyzing.

Glenn Doman's manner of inviting children to study in a very safe atmosphere. It is as if children are invited not to learn, but to play happily. This atmosphere raises the child's curiosity to continue to grow. This activity is tried with the love of the parents for their children. However, parents are not allowed to test the child. Activities must be stopped if the child seems bored. For the Glenn Doman procedure, parents can start teaching their children to learn to read from a toddler. Meanwhile, since it is still in content, parents have been able to dialogue with him. Early education is about training the sense of sight

CONCLUSION

Good routine is a fundamental matter for being successful in life. Learning is a vital element in human life, without learning human life cannot grow naturally. Learning is an effort tried by humans to improve character so that ok with the norms or provisions contained in the residents. Starting at home and continuing to class routines and procedures are a set of tools to protect the discipline in everyday life. Learning will take place well through the position of parents and teachers at school. in carrying out his position by his own tricks.

The position of parents in educating their children.

1. Parents as coaches

In universal language, a trainer is a person who shares training in the form of knowledge and skills. In fact, this position is very suitable for parents to educate children, especially when children are 1- 7 years old. At that age, is the right time to share the foundation of life in the form of basic knowledge and skills.

2. Parents as coaches

What is meant by the coach himself is a person who helps a person reach his goal by optimizing his potential. A trainer / trainer wants to pose a problem as a facility to achieve goals. Parents become coaches when children are 8- 21 years old. Even though it is intended for young people, coaching can be applied at any age. Also read: 4 Benefits of Parents Accompanying Children to Learn,

Parents are like pens who want to write anything. On the other hand, children are like ordinary paper that are ready to be scribbled or built by their parents themselves. Therefore, the position of parents is very meaningful in educating children, one of which is by accompanying education. Summarized from the Family Friends page of the Ministry of Learning and Culture of the Republic of Indonesia, here are 4 properties of parents accompanying children while studying is able to close the bonds of the heart. This matter is meaningful, given the existence of data technology which continues to advance. So, the bond between parent and child must be good. A close bond aims to facilitate 2-way communication, help solve childhood problems. It is normal for children to have their own problems. Whether when studying, problems at school, or other problems that sometimes get in your way. If the problem is generally left unchecked, it will definitely have a negative impact on children's psychology. So, it is very permissible to help children as problem solving in education, the child becomes self-assured which is very meaningful. With the encouragement of children's learning, it becomes normal in the modules they learn, help the child's mental peace. When a parent accompanies a child, this can produce peace of mind for the child. As a result, children can concentrate more,

parents as therapists in layman's terms, a therapist is a person who distributes medication to his clients with certain methods. Treatment was given to someone who was again in a negative state. Parents function in children who face mental weakness, lack of self-confidence, nervousness, doubt, laziness, trauma, mental stress and others. Parents as close friends are obliged to be able to carry out all matters so that the child's mental recovery is good. Parents become therapists when young people are usually unstable and looking for their identity, so they often behave inappropriately.

The position of the teacher in educating children.

Teachers play a meaningful position in the lives of students in their classes. Teachers are popular because of their position in educating the students who are placed in their care. Beyond that, teachers serve many other positions in the class. Teachers control their classroom atmosphere, build warm areas, guide and care for students, become role models, and watch and look for signs of trouble. The very universal position that teachers play in the classroom is for directing knowledge to children. The teacher also plays a significant role in the class in the area. Students often imitate the teacher's actions. If the teacher prepares an area that is warm and happy, the students will likely be happy. Teachers generally don't think of themselves as role models, but they are unintentionally. Students spend a lot of time with their teachers and therefore, teachers are role models for them. Mentoring is a natural position that is tried by the teacher, whether intentional or not. This again can have positive or negative repercussions for the child. Mentoring is a method for a teacher to urge students to try to be the best they can. Another position played by the teacher is a protective position. Teachers are taught to look for cues of distress in students. When students' attitudes change or physical signs of harassment are observed, the teacher is asked to look into the case.

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