

Planning a Family Café

Audience and Topics

Things to Consider:

- Identify 2-3 existing groups of parents as targets for the café
- Family Cafes are offered in a 3 part series.
- Each Family Café takes 2 hours. Time is needed for set up and reflections afterwards.
- Each Café includes dinner or refreshments
- Each has its own topic
- Cafés Consists of 3 questions related to the topic
- Identify the make up of parent groups – will the typical questions, session structure and hosts be appropriate for these groups of parents?

Your Café:

Target Audiences:

- 1.
- 2.
- 3.

Basic 3 Topics Are:

1. Taking Care of Yourself
2. Being a Strong Parent
3. Building Strong Relationships with your Children

Other Potential Topics:

- 1.
- 2.
- 3.

Specific questions will be addressed later in the planning process

Days and Times

Things to Consider:

- Each Family Café takes 2 hours. Time is needed for set up and reflections afterwards.
- Schedule based on the following considerations:
 - When it is most convenient for parents – when are parents not at work?
 - When is child care available?
 - When is the space available?
 - Are there events you want to avoid conflicting with?
 - Are there better times of the year to reach parents?

Your Café:

What time of year will be best for our audience?

Will the cafes be:

All in one week

1x/week

Every other week

1x/month

What day(s) of the week works best?

Specific potential dates (look at holidays and conflicts for your target audience):

1.

2.

3.

What time will work best for our audience?

Daytime

Evening

Weekend

Specific 2 hour timeframe (same each café): _____

Will a meal be involved at that time (see meal planner)?

Will childcare be needed at that time (see childcare planner)?

Location

Things to Consider:

- Family Cafes can take place at early childhood centers, schools, community/rec centers, churches, public libraries, etc.

Consider the following:

- Need a room that can hold 3-9 small tables and is safe and comfortable
- Space for child care (if offered) that is close but not too close so parents can be available but not disturbed
- Good parking or public transportation access, and accessible to those with disabilities
- Does the location have availability that matches parents' availability?
- Good acoustics and blank wall to post easel paper

Your Café:

Possible locations:

- 1.
- 2.

Who will check to see if they are available and reserve?

Does the location have tables and chairs?

If not, where will those come from?

About how many tables are needed?

About how many chairs are needed?

Where will childcare be?

Is the space child proofed already?

If not, who will childproof and when?

Is parking and public transportation available?

If there is a chalkboard or white board can we use it?

Leaders

Things to Consider:

- 1 Facilitator
 - Can also be the timekeeper and logistics manager
- 1 Time Keeper
- 1 Host per table – minimum 3, maximum 9
 - Can also be recorder (will record at their tables as well)
- 1 Recorder/Note Taker
- 1 Social worker / Family support (optional)
- 1 Logistics manager
- Childcare workers
 - 1 Child care sign in and greeter

The same person may play more than one role

Your Café:

Rolls/Family Café Team	Session 1 Date:	Session 2 Date:	Session 3 Date:	Notes
Facilitator				
Hosts				
Logistics Manager				
Note Taker				
Social Worker/ Family Support				
Childcare providers				

Childcare

Things to Consider:

- Identify reliable and safe sources for child care.
 - College students in education
 - Staff from childcare centers
 - Other adult volunteers
- Does the child care providers availability match the parents' availability?
- Estimate how many child care providers will be needed.
- Estimate any funds needed to cover child care costs.
- Determine what items you will need to care for the children

Your Café:

Are you offering childcare?

About how many children do you expect?

What ratio will you have?

Who can you use for childcare?

Option 1:

Option 2:

Who will contact them?

Are they available the days and times of the cafés?

Will they volunteer or do they need to be paid?

What is the rate of pay (see budget planner)?

Determine childcare location (see location planner)

Determine supplies needed (see materials planner)

Meals

Things to Consider:

- Identify food and refreshments to be served based on schedule
- Identify how much food will be needed based on estimated number of parents and children
- Identify costs to cover food and refreshments
- Think through when to purchase the food to avoid spoiling
- Where will food be stored?
- What needs to be purchased before each café?

Your Café:

What meal will you serve (all cafés should have a meal component if possible)?

Breakfast/Coffee

Lunch

Light Refreshments

Dinner

How will you get the food?

Purchase

Solicit Donations

Have a potluck

Find a sponsor

Other?

Who will plan the menu and develop the shopping list?

Who will buy/bring the food?

What time do you need to arrive to set up the food?

Where will food be stored (before and between cafés)?

What will last week to week?

What needs to be bought for Café 2 and Café 3?

Meals- Sample Menu

SAMPLE DINNER MENU for 25 adults and 25 children)- Cost varies based on resources available at each site, donations, menu choices.

Approximately \$400-600—per Family Café (3 sessions)

Pizza - \$150 for 3 Café evenings

Identify and contact local vendor(s)- Explain program and needs – some donations may be offered, pizza given at cost (e.g. \$3.00 per pizza by Dominos Pizza in one local community)

Determine desired menu and prices (e.g. 1 large pizza for 4-5 people)

Determine delivery location and time- give contact names and cell phones for any delivery problems

Will vendor invoice your group? Have system for paying invoice in place. Determine how to pay up front rather than night of the event.

Have designated person place order each week. Adjust amounts and types of pizza based on group

Estimated cost: \$3.00 – \$10.00 per pizza. Example: For group of 20 adults and 20 children – 15 large pizzas (mix of cheese, veggie, and pepperoni) x 3 Cafes – total about \$100-200.

Food Shopping List – suggested items for easy shopping and distribution - \$175 for 3 Café evenings

Bags of salad – Vendors like GFS have large size salad bags good for group

Dressing – variety

Individual bags of chips

Apples – adults

Applesauce – for kids

Drinks – pop, water, juice, small drink boxes for children, drink pouches for Sunny D type for older kids and ice for drinks

Child desert and snacks - Vanilla wafers, teddy grams, individually wrapped or in large box for distribution.

Meal Supply List - \$50-100 for 3 Café evenings

Paper plates

Napkins

Forks

Small cups - for table centers, for children cookies or applesauce

Table cloths for tables

Decorations – plastic flowers, candy for family table center, adult desert

Large bowls or serving plates or baskets – for salad, apples

Tongs or large spoons/forks for serving salad

Pizza server – spatula

Recruitment/Marketing

Things to Consider:

- What would be the best option for recruiting parents
- How will you market your café?
- What incentives do you potentially need to offer?
- Who has relationship with parents?
- When should recruitment begin?
- Who will manage RSVPs?

Your Café:

How will you notify parents (flyers, invitations, phone calls, etc)?

What is your first notification?

Target date for notification:

Who is responsible?

What is your reminder?

Target date for your reminder:

Who is responsible?

Target date for RSVP:

Who will collect RSVP?

What other ways can you get the word out (social media, other contacts)?

Will you offer incentives?

What incentives will you offer?

Will you purchase them or solicit donations?

Printed Materials

Things to Consider:

- Most materials needed to run the café are printed items
- Develop or adapt templates for your café

Your Café:

Who will print and bring all material?

- Large Signs for location – on foam board
 - Welcome to the Family Café – possible need for multiple languages depending on site
 - Family Café Agreements – need for multiple languages depending on site
- Family Café 3 Questions
 - Week one theme– envelope with 3 questions each on different color paper
 - Week two theme – envelope with 3 questions each on different color paper
 - Week three theme – envelope with 3 questions each on different color paper
- Protective Factors handout
- Evaluation Form for each session
- Parent Interest Survey – to gather information on last evening for future planning
- Sign in sheets
 - For parents
 - For children
 - For child care providers
- Handouts – particular to the events of your community and setting.
- Invitations
 - Develop invitations
 - Print invitations
 - Distribute invitations
- Follow up to Stay Connected with Families - Between Cafes:
 - Develop follow up post cards
 - Print follow up post cards
- Concluding Follow up with Families - After Café is over:
 - Develop thank you letter or post cards
 - Consider: What follow up message do you want to leave with the participants?
 - Print thank you letter or post cards

Other Materials

Things to Consider:

- Look at what you already have access to and what other partners might have
- What things can be used week to week?
- What needs to be replaced each café?

Your Café:

Table cloths and flowers or other welcoming touches

Purchase/Have/Donated?

Who will get?

Masking tape

Purchase/Have/Donated?

Who will get?

Pens and markers

Purchase/Have/Donated?

Who will get?

Name tags

Purchase/Have/Donated?

Who will get?

Deck of cards – for icebreaker

Purchase/Have/Donated?

Who will get?

Candy for the table

Purchase/Have/Donated?

Who will get?

Post it Notes

Purchase/Have/Donated?

Who will get?

Big newsprint paper with sticky back

Purchase/Have/Donated?

Who will get?

Stamps

Purchase/Have/Donated?

Who will get?

Don't forget your items for your meals (food, utensils, paper products, drinks, and ice)

Childcare Supplies

Things to Consider:

- Look at what you already have access to and what other partners might have
- What materials can you borrow?
- What can be used week to week?
- What things need to be replaced each café?

Your Café:

- Infants
 - Need one to one child care ratio for infants
 - Parents bring supplies – parents are on site for help if needed
- Early childhood age materials
 - Books, blocks, child appropriate and safe toys
- School age children materials (up to 12 or 13)
 - Beads and string/yarn for making bracelets – for older children
 - Paper for drawing
 - Large and small color books
 - Books and puzzles and games
 - Markers and crayons
- Plan for stations for activities – arts and crafts, reading, homework help, games, etc
- Be prepared with creative and engaging game ideas for use based on the group composition.

Budget Planner

Budget Item	Description	In Kind Support	Estimated Cost
Food	Main dish Side dishes Drinks Paper Products		
Materials/Copies/Certificates	Signs Copies Other materials See supply list		
Child Care Providers	(# of providers) x (hourly rate) x (# of hours) =		
Transportation	Stipends Bus tokens/gas cards		
Child Care Supplies	See supply list		
Other			