Guide for Family Reading Parties

**Mission**

To provide a fun and comfortable setting for parents/guardians to:

* Gain knowledge of age-appropriate reading strategies
* Make book selections with their child’s interest and reading level in mind
* Experience Pre-reading activities i.e., book walk, expand prior knowledge
* Help their child(ren) with new vocabulary words
* Use probing questions to increase comprehension
* Read aloud to develop fluency
* Meet other parents and the classroom or reading teacher to discuss reading and homework issues
* Network with other parents
* Use resources like the school and public library
* Obtain a book and tip sheets to use at home
* All in a supportive and friendly environment

*Family Reading Parties can be a component of an exciting* ***Literacy Night!***

*Imagine student performances: puppet shows, poetry slams, choral readings, themed readings, storytellers…. as an opener. This would be followed by several Family Reading Parties around the school, a light meal, and ending with another event involving students. Family participation will be higher and families will leave with skills necessary to assist their children at home in reading. Families will also leave with a greater relationship gained by working directly with the school staff.*

*This program is designed for grades K-5*

**Role of the teacher/presenter**

**Step 1**

Teachers will discuss with the Title I Parent Engagement team about having a Family Reading Party (FRP) at their school.

It is best when several teachers offer to have this event the same date and time. Example: First grade party in Spanish, First grade in English and a 2-3 combo in Spanish = 3 teachers and approx. 30 parents.

Teachers can volunteer or be paid a stipend for being the presenter from Title I Parent Engagement funds (112). Please talk to your principal and plan ahead as this may require a budget transfer.

**Step 2**

Teachers review reading data to select 10 students that are in need of additional reading support. Set a date and time that is respectful of parents needs (some parents do better right after school and some will need to meet in the evening).

**Step 3**

Send home flyers and make phone calls to all parents you have selected. If some parents are not able to attend, move up in your list and invite and call additional parents. It is best to have ten parents confirmed. If all parents do not show up you will be sending the book and reading materials home with the child the next day.

**Step 4**

Check the APS Title I website for book titles and how to order the books. The books are at the Title I Department at 912 A Oak St. SE, Building M. (South of Milne Stadium)

You may use parent tip sheets from your reading program and other sources.

You will also pick up: an FRP results sheet, a sign in list and evaluation forms.

You will need to fill out a form at the Title I office or online (Name of presenter(s), contact information, date of FRP, Title of books taken).

 Note: These books are only for instructional reading parties (FRP) with parents/guardians and may not be used for other purposes. The books go home with parents and are not returned.

**Step 5**

The Family Reading Party should run between 30 and 45 minutes long. Your reading session is designed for parents, so offering child watch will make your session operate smoothly. Check with your principal about Parent Engagement funds (112) to pay an Educational Assistant to provide child watch services. If your school has funds for snacks, talk to your secretary/principal in advance about getting snacks/drink for your FRP. If you are doing this as a component of a literacy night, you may want to offer a light meal for families.

**Step 6**

Have parents sign in on the FRP sign in list.

Start your FRP off with an icebreaker and let parents tell a little about themselves.

Present reading strategies based on the needs of your parent group and as determined by your reading assessments and reading program.

Model reading techniques and have parents practice as appropriate.

Allow parents opportunities to share “What works in their home”.

Allow parents a time to ask questions. The reason this group is capped at 10 is to allow parents a chance to ask questions and feel comfortable.

**Step 7**

Have parents fill out the short evaluation form.

Thank parents for attending.

Send copies to Title I by school mail or FAX within one week of the event the following:

1. Results form
2. Evaluations
3. Sign-in list
4. If you used Title I money for stipends or food purchases, check with your secretary to make sure the receipts and time sheets get processed. (Remember - all food receipts, sign in lists and agendas go to accounts payable. Keep a copy in your school’s Title I binder).
5. Little things to remember when purchasing food:

You must have sign in lists an agenda

Purchases - Check with your secretary for non-taxable forms. Use an RSVP to know how much food to pre-order. You can also order after parents have signed in.

Remember - reasonable and necessary! Cakes and sodas don’t qualify. You can always get donations from local stores to add to the event.

Reflect on the event and plan your next family activity.

Thank you – This takes a team of staff and parents! Don’t burn yourself out trying to do this by yourself.

All questions are welcome mailto:hagin\_d@aps.edu revised 7/2016

