

FAMILY CAFÉ DESIGN, DELIVERY, PLANNING & IMPLEMENTATION



FAMILY CAFÉ AGENDA

Agenda Item

Purpose

Welcome

To create a sense of community, and emotional safety, inviting participants to contribute their thinking. The welcome should set a tone of warmth and comfort for participants.

Family Café Guidelines

The Café Guidelines are used to encourage respectful authentic conversation where participants feel comfortable speaking with each other about their thoughts, beliefs, and values.

Introduction to the Theme of the Family Cafe

To explain to the participants the purpose of the gathering. The purpose or theme can be about parenting issues, school issues, or community issues. This element is where the Café Host explains what the conversations will be about.

The Warm Up

The warm up can be a game, a one-on one, a questions or series of questions. The ice breaker is designed to build trust among Café participants.

Family Café Conversations Rounds (3- 15 min) or (2-20 min)

The Café Conversations are central to the Café. The Café Conversations allow for participants to explore questions that matter. Also during this element, the Café Host will explain the logistics of the Café Conversation switching and cross pollination. The Table Hosts gently and appropriately encourages participants to make connections, share ideas, and think of deeper questions as they emerge.

Family Café Guidelines

The conversation take-away is meant to serve as a reminder of the Café.

Introduction to the Theme of the Family Cafe

The time for the participants to think about the insights they may have had or a new point of view they can appreciate and share, or how thinking may be changed or shifted.

Evaluation

Evaluation measures the impact of the Café. Next steps

FAMILY CAFÉ GUIDELINES

1. Focus on what matters.
2. Contribute your thinking.
3. Speak your mind and heart.
4. Listen to understand.
5. Link and connect ideas.
6. Listen together for deeper insights & questions.
7. Play doodle, draw.
8. Have Fun.
9. Confidentiality. What is said here stays here.
10. Please place phones on silent or vibration.

Citation

Brown, Juanita, and David Isaacs. *The World Café: Shaping Our Futures through Conversations That Matter*. Berrett-Koehler Publishers, 2005.

FAMILY CAFE

SETTING DESIGN:
SUPPLIES:
CAFÉ OBJECTIVE:

| FAMILY CAFÉ PLANNING QUESTIONS: | TASKS? | WHO WILL DO IT?/ WHEN? | WHAT DO WE NEED TO GET IT DONE? |
|---|--------|---------------------------|---------------------------------|
| CONVERSATIONS: WHAT ARE THE POWERFUL CONVERSATIONS THAT WOULD BRING PEOPLE TOGETHER? | | | |
| RELATIONSHIPS: HOW WILL WE CREATE AN APPEALING INVITATION? WHO WILL NURTURE THE RELATIONSHIPS? HOW WILL WE COMMUNICATE? | | | |
| CHILDREN: WILL THERE BE CHILDCARE FOR CHILDREN OF ALL AGES? HOW WILL YOU ENSURE A SAFE AND PLEASANT EXPERIENCE? | | | |
| ENVIRONMENT: WHAT DOES IT SMELL, LOOK, FEEL, SOUND, TASTE LIKE? | | | |
| WHAT DO YOU NEED TO FEEL COMFORTABLE HOSTING? | | | |
| | | | |

Citation

“The Community Cafe Guide for Hosts : Changing the Lives of Children through Conversations That Matter.” <https://Ctfalliance.org/Building-Healthy-Communities/#CommunityCafes>. National Alliance of Children’s Trust and Prevention Funds . ctfallianceorg/building-healthy-communities/#CommunityCafes

SAMPLE FAMILY CAFÉ

AGENDA - EVENING

| 5:00-5:30pm (30 min) | Registration, Dinner <small>(opportunity for participants to fellowship check children into childcare & share a meal)</small> |
|----------------------|--|
| 5:30pm (10 min) | Welcome, Introduction to Café Theme, Café Guidelines |
| 5:40 pm (10 min) | Café Warm-Up |
| 5:50pm (45 min) | Café Conversations (3 Rounds) |
| 6:35pm (5 min) | Conversation Take Away |
| 6:40pm (10 min) | Harvest |
| 6:50pm (5 min) | Café Closing and Next Steps |
| 6:55pm (5 min) | Evaluation |

CAFÉ NAME:
CAFÉ THEME/TOPIC:
DATE AND TIME:
LOCATION:

| Clock Time & Minutes | Café Element/Activity What is the group doing? | Objective/Goal What is the purpose for doing? | Host: Who will host this section? | Notes/Comments |
|-------------------------|---|--|--------------------------------------|----------------|
| | | | | |
| | | | | |
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"The Community Cafe Guide for Hosts : Changing the Lives of Children through Conversations That Matter." <https://ctalliance.org/Building-Healthy-Communities/#CommunityCafes>. National Alliance of Children's Trust and Prevention Funds . ctalliance.org/building-healthy-communities/#CommunityCafes

FAMILY CAFÉ DELIVERY: ROLES

1. Café Host

The role of the Café host is to see that the components, process, and guidelines for dialogue and conversation are actualized. The Café host must also know, understand and be able to articulate the Strengthening Families Protective Factors as the overarching framework for Family Cafés.

2. Table Host

The role of the Table host is to gently and appropriately encourage participants to connect to the Café conversation questions and Family Café theme. The Table host also models, social and emotional competence during conversations and assists participants in speaking with each other while honoring Café etiquette and guidelines.

3. Scribe, Family Worker/Social Worker

Family Café Planning Team:

The Family Café Planning Team is composed of a group of staff, professionals, parent/caregiver leaders who work together and are responsible for, coordinating planning and hosting Family Cafés, as well as Family Café training and workshops that enhance and build capacity to effectively lead and implement the Family Café engagement strategy.

- Planning Team Meeting
- Identify sponsoring organization(s)
- Develop a Family Café budget
- Set the time(s) and date(s) for Family Cafés
- Set the theme and décor
- Arrange for Child Care if needed
- Arrange for Transportation if needed
- Develops an RSVP process
- Designs an effective outreach and promotion strategy
- Works with other family serving organizations to promote the Family Café series

Parent/Caregiver Leaders:

Parents and caregivers who self-identify and desire to assume a specific role, or assist in the general implementation of Family Cafés. Parent/Caregiver Leaders are part of the Family Café Planning Team and chose to contribute as they wish. Areas in which Parent Leaders/Caregiver Leaders choose to serve can be but are not limited to:

- Food Committee
- Clean Up & Set Up
- Theme and question development Outreach and promotion
- Café & Table Hosting Decoration/Environment

| COMPONENT | DECISION & NEXT STEPS | LEAD PERSON | Resources Needed |
|--|-----------------------|-------------|------------------|
| STAFFING (WHO WILL HOST TEAM FOR FAMILY CAFES BE?) | | | |
| PARTICIPANT POPULATION. | | | |
| BUDGET | | | |
| IMPLEMENTATION OR PROGRAMMATIC LEAD AGENCY | | | |
| TRUSTED COMMUNITY PARTNER(S) | | | |
| EXISTING PARENT ENGAGEMENT ACTIVITIES | | | |
| DESIGN (ACTUAL CAFES) | | | |
| STAFFING /TRAINING/ SUPERVISION | | | |
| ORGANIZATIONAL STAFFING | | | |
| SCHEDULE | | | |

| COMPONENT | DECISION & NEXT STEPS | LEAD PERSON | Resources Needed |
|----------------------------------|-----------------------|-------------|------------------|
| REFERRAL PROCESS | | | |
| PARENT LEADERSHIP COMPONENT | | | |
| VENUE/FACILITIES | | | |
| CHILD CARE | | | |
| FOOD | | | |
| INCENTIVES | | | |
| OUTREACH/PROMOTION/ MARKETING | | | |
| OTHERS? | | | |

FAMILY CAFÉ - LIST OF MATERIALS

- Round 30” to 36” diameter folding tables (4 or 5 people to a table)
- 4 or 5 chairs per table
- Tablecloth for each table
- Flip chart paper for group graphics and one or more sheets on each table for participant drawing/notes/doodles
- Flower vase and flowers (small) for each table or a centerpiece
- Votive candle and holder for each table
- Markers- thin or medium felt tip water based pens in a variety of darker colors for each table
- Roll of mural paper (for harvesting and posting collective insights)
- Artist tape (sticks but easily comes off without tearing the paper)
- Push pins (for graphic recording or displaying table graphics or signs if allowed)
- Bell or chime to alert participants of timing or to get their attention
- Coffee, tea, water
- A meal or appropriate refreshments
- CD's (mellow music) and CD player, speakers
- Variety of sizes of post-it notes (especially 3 x 5 or 4 x 6 unlined)
- Rolling white boards, flip chart tripods or flat wall space for the mural paper or posting table doodle sheets.
- Microphones- portable hand held style (if needed)

Office supply stores are good sources for markers (RoseArt medium markers are great), post it notes, flip chart paper, etc.

Artist Supply stores are good sources for artist tape (which is different than masking tape) and mural paper.

Adapted from the World Café: Café to Go Toolkit:

http://www.theworldcafe.com/wp-content/uploads/2015/07/Tool_Kit_CheckList.pdf

POSITION:

Family and Community Engagement Coordinator/Family Cafés

Position Description:

The Family and Community Engagement Coordinator will promote the Strengthening Families Protective Factors Framework and support parents/caregivers as their child's first teacher by honoring, supporting, and promoting healthy relationships. The Family and Community Engagement Coordinator will work closely with parents/caregivers and community partners to provide coordinated collaborative outreach and support to families by planning and promoting family centered educational events, workshops, and trainings that build an awareness of the protective factors and parent leadership.

Family Cafés

- Coordinates Family Café logistics, planning, provides and hosts Family Cafés.
- Coordinates Family Café training and is knowledgeable about the Café approach components.
- Develops strategic partnerships with family serving organizations and agencies, community based organizations, non-profits, and schools.
- Develops a working knowledge of community resources in which families can be referred.
- Promotes the Family Cafés as an engagement and parent leadership development process.
- Makes personal phone calls to invite/confirm parent/caregiver participation in Family Cafés.
- Documents Family Café promotion and outreach efforts, attendance, and related activities.
- Distributes and collects Family Café surveys and submits reports.

Parent Leadership Development

- Recruits, develops, and supports a team of parent/caregiver leaders to host and deliver Family Cafés.
- Plans and coordinates trainings, and workshops that support parents/caregivers in planning and hosting Family Cafés.
 - Family Café Training
 - Café Host Training
 - Table Host Training
- Develops and provides ongoing support to the Family Café planning team.
- Assist the Family Café planning team in developing:
 - A yearly/monthly/quarterly Family Café budget
 - Food, child care and incentive options
 - Dates, times, and location of the Family Cafés
 - The Family Café Theme and appropriate Protective Factor(s)
 - An agreed upon RSVP process
 - Effective outreach and promotion strategies to drive Family Café attendance

Knowledge, Skills, Abilities and Experience:

- A comprehensive understating of the Strengthening Families Protective Factors Framework
- Demonstrated knowledge of Child and Parent Development
- Understands and operationalizes the Principles and Premises of Family Support Practice
- Demonstrates knowledge of the principles of adult learning.
- Has experience designing experiential and participatory workshops, trainings, and events.
- Demonstrates knowledge of and experience working with various local community resources and human services.
- Ability to collaborate with local family serving organizations
- Possesses strong social and emotional skills and a variety of communications methods.
- Ability to be perceptive to the needs of families with a range of personalities, diverse backgrounds, economic and cultural differences.
- Adherence to local and jurisdictional procedures pertaining to the reporting of child abuse and neglect.
- Experience planning events.

Education:

The aforementioned skills, abilities and knowledge are typically acquired through a combination of education and years of experience. The minimum educational requirement is an Associate's Degree with a focus or concentration in Child Development, Social Work, Education, and/or the Social Sciences.

FAMILY CAFÉ PLANNING SNAPSHOT

Family Café Theme & Protective Factors _____

Budget Per Café or Café Series \$ _____

Café Coordinator /Key Contact Name: _____

Preferred Contact: _____

How does this event support our mission/vision?

What is the main purpose:

- ☐ Gather
- ☐ Connect
- ☐ Serve
- ☐ Grow
- ☐ Outreach

Target Population:

- ☐ Community Parents
- ☐ Parents Connected to a specific program
- ☐ Young Parents
- ☐ Grandparents
- ☐ Parents/Caregivers with children 0-8
- ☐ Other

Description of the Family Café Event that (can be used in all publicity): What will you be doing?
Why should people attend? Who should attend?

FAMILY CAFÉ PLANNING BASICS

Approximate number of people expected to attend/participate: _____

Date/Time of Event _____

Setup Time _____

Start Time _____

End Time _____

Tear Down Time _____

Location

☐ On site, preferred rooms _____

☐ Off site, location _____

Is advance registration required? Yes No

☐ Registration Start Date _____

☐ Deadline to Register _____

☐ Is participation limited? Yes No

☐ How many may register? _____

☐ Cost per person \$ _____

Methods of registration

☐ Email

☐ Online

☐ By text

☐ Phone registration

☐ Walk-Up registration

Time period

☐ Registration Start Date _____

☐ Are release or permission forms needed?

☐ Registration End Date:

MAJOR ELEMENTS & DETAILS

Check all that apply

- ☐ Invitations/Flyers
- ☐ Decorations
- ☐ Transportation
- ☐ Venue Reservation and Contract (for events at other locations)
- ☐ Partnership Agreements/MOUs
- ☐ Registration/RSVP Process
- ☐ Food
- ☐ Other

FACILITY RESOURCE(S) NEEDS

- ☐ Point of Contact for Facility _____
- ☐ Preferred Means of Contact _____
- ☐ Check all that apply
 - ☐ Is the room layout appropriate (tables/chairs)?
 - ☐ Is there an appropriate space for childcare?
 - ☐ Short term storage (room or refrigerator/freezer) — for what items
 - ☐ Space to sort/stuff/package/distribute — for what items

Food

- ☐ Point of Contact for Food Committee _____
- ☐ Preferred Means of Contact _____
- ☐ Check all that apply
 - ☐ External Caterer
 - ☐ Ice
 - ☐ Napkins
 - ☐ Bottled water
 - ☐ Cups
 - ☐ Other
 - ☐ Forks/Knives

ADMINISTRATIVE SUPPORT

- ☐ Point of Contact for Administrative Tasks _____
- ☐ Preferred Means of Contact _____
- ☐ Check all that apply
 - ☐ Online Registration Form
 - ☐ Photocopies/Print
 - ☐ Facility Transport/Pickup of Items
 - ☐ Photocopies
 - ☐ Supplies (see materials list)
 - ☐ Other

DAY OF CAFÉ PERSONNEL

- ☐ Point of Contact for Café Team _____
- ☐ Preferred Means of Contact _____
 - ☐ Family Café Team
 - ☐ Table Host
 - ☐ Café Hosts
 - ☐ Childcare Workers
 - ☐ Family Worker/Social Worker
 - ☐ Other

FINANCIAL NEEDS

- ☐ Point of Contact for Finances/Budget Management _____
- ☐ Preferred Means of Contact _____
- ☐ Check all that apply
 - ☐ Rent Supplies — tables, chairs, coat racks,
 - ☐ Contract or Agreement needs to be signed
 - ☐ Will gift cards or other incentives be given out

CHECKLIST

Event Date _____

Registration Start Date _____

Publicity Start Date _____

| Physical Resources | Done | Notes |
|--|------|-------|
| Submit Facility Use & Resources Online Form (if needed) | | |
| Secure appropriate space | | |
| Promotion | Done | Notes |
| Create persuasive Verbiage | | |
| Create Flyer for community | | |
| Create Invitation for participants | | |
| Finances | Done | Notes |
| Negotiate Contract/Agreements/MOU's (if needed) | | |
| Submit Contract/Agreement for Review & Signature (if needed) | | |
| Budget - Food, Incentives, Transportation | | |
| Budget - Supplies, Materials, Childcare | | |
| Secure On-Site Family Café Team | Done | Notes |
| Café Host(s) | | |
| Table Host (s) | | |
| Child Care | | |
| Family Worker/Social Worker -someone knowledge about Resources | | |
| Other | Done | Notes |
| | | |
| | | |
| | | |

NOTES
