Family Literacy First

# Facilitator Guide

Welcome to *Family Literacy First*, a program created to bring together parents and children to have fun while learning as a family. Developed by ABC Life Literacy Canada with the understanding that parents are a child's first and most important teacher, each Module takes the entire family on an exciting journey to learning.

FamilyLiteracyFirst.ca

ABC LifeLiteracyCanada

Family Literacy First modules are developed, written and designed as engaging stories and activities for all ages, literacy levels and life experiences, and are easily adapted for all participants. The program is designed to celebrate and encourage family literacy in various first languages in our classrooms, communities and homes.

Please choose the components that are right for you and your participants. Feel free to add your own experiences and adjust materials for participant enjoyment, using story content, questions and activities at your discretion.

Family Literacy First aims to reduce anxiety for all participants, promote literacy as a fun and interactive way for all family members to learn, and provide a meaningful opportunity to learn together in a community setting.

# Step by Step

## In Advance of Your Session:

- Print all materials for participants and facilitators including Activity Book, Facilitator Guide and Feedback forms for each attendee.
- Gather writing and activity materials (i.e. paper, pens, name cards, crayons, markers, scissors, glue) for all attendees.
- Ensure ample space and appropriate room layout for delivery of your session — accommodate small group, one-to-one or classroom-style arrangements.
- Provide directional signage where required.
- Prepare refreshments if available.

## Welcome:

- Greet each family personally and direct them to their work space.
- Introduce yourself and any volunteers, and describe your role as host as you welcome everyone to the program.
- Outline the session details with:
  - Session start and end times
  - Breaks
  - Location of washrooms, exits, parking, refreshments, restaurants, etc.
- Confirm that all attendees have a Module.

## Getting Started:

- Encourage participants to introduce themselves either in smaller groups or the entire group, depending on learning model design.
- Respectful behaviour is expected.
- There is no test! The session should be fun for everyone.
- Questions and comments are welcome—please share!
- This session is confidential—what is said here, stays here.
- Evaluation materials will be available online and in print after the session. Suggestions are welcome!

## Your Role During the Session:

Your primary role is to guide and facilitate activities, conversations and engagement. Activate the session as it best fits your participants and community. Here are some suggestions, ideas and comments that may support your facilitation:

# Part 1: Story

- Introduce the name of the Module. If completing multiple modules in one session, introduce them one at a time (i.e. "The name of the Module we will be working with is...").
- Ask participants what they think the story will be about. Encourage that discussion.
- Either as a large group, or as family groups, ask the participants to read the story aloud.

# Part 2: Discussion Questions

- Questions are designed for fun engaging discussion as a group to support learning about story elements, the story itself and how it relates to the reader, family and community. Like all activities, questions are optional – feel free to include as many as you like with your program.
- Read each question aloud for the family or group.

### Something to Think About Before you Read:

- From the title, what do you think this story is about?
- From the illustrations, can you guess what will happen in this story?
- How do the pictures make you feel about the story?
  Do you want to know what happens?
- What do the illustrations remind you of?
  Another book, a movie, something that happened to you?

### Something to Think About (or Talk About!) After you Read:

- Does this story remind you of anything that happened to you?
- If you could change the story, how would you change it?
- If you could ask the author one question, what would it be?
- How does does the story make you feel?

# Part 3: Story Words and Elements of a Story

- Explain that this page is a glossary (i.e. a list of meanings for specific words in the story or about story structure) and families can review it at any time during the session.
- Ask if there are any other words or phrases that should be included in the glossary. Please record any additions and include them in your feedback to ABC.

## Part 4: Family Activities

- As a group, determined by you or each family, select the activities you wish to complete. **Not all activities need to be completed; do only the activities you want.**
- Allow each activity to be modified to best inspire, engage and activate the group or families.
- Read instructions out loud and slowly. Explain the activity in your own words.
- Model, or demonstrate each step of the activity first, then repeat with participants. Repeat steps as necessary modeling each and every time.
- Continually check in with families both as a group and individually ensuring nobody is left a step behind. Work to the pace of group.
- Use open ended questions (questions that require more than a "yes" or "no" answer) where possible. An example would be asking "Can someone explain to me what our next step is?" instead of "Does everyone understand?".

## Part 5: Feedback

- Upon completion of the Module, ask participants to complete the feedback forms.
- Please also share your feedback using the SurveyMonkey link provided by ABC Life Literacy Canada.

## Session Ending

- Thank all participants for their commitment to family literacy and for their participation in the program.
- Collect all participant feedback forms and send to:

ABC Life Literacy Canada

19013-360A Bloor St W

Toronto, ON M5S 3C9

Fax: 416-218-0457

e-mail: info@abclifeliteracy.ca

Thank you for your facilitation of the *Family Literacy First* program!