Facilitator's Guide

**Use this companion tool with the PowerPoint presentation.
These talking points are only suggestions. Feel free to use your own words.**

Tips to Create a Positive and Welcoming Learning Environment for Families

- Welcome participants one-by-one as they walk in and take their seats.
- Be cheerful. Ask them individually about their children.
- Say something that shows participants you value their attendance.
- Make sure participants feel respected and comfortable.
- Listen attentively when participants express themselves.
- Encourage families to share their ideas, experiences, and questions with you.
- If you are under time constraints, let participants know that you value their contributions and you will be happy to stay and continue the discussion at the end of the meeting or follow up with them.
- Use positive body language and words.
- Make compliments when participants share stories. For example, "Thank you for that example," or "Thank you for sharing," or "That was a wonderful example."
- Thank them at the beginning and end of your presentation. Let them know you commend them for their commitment to helping their children continue to read over the summer.

Facilitator Greeting: 2 minutes

Turn on lively music of your choice for a few minutes before the session begins. When the song ends, turn off the music and welcome participants. Introduce yourself as the host for this event.

Materials needed:

- PowerPoint presentation
- Invitation
- One copy per student of *How To Log Reading Minutes* handout
- One copy per student of the *My Summer Reading Goal* handout

Preparation:

- Review notes from *Facilitator's Guide* and rehearse for presentations.
- Make copies of handouts.
- Determine where *My Summer Reading Goal* cards will be placed that evening and where they will be displayed in the school.

Optional Handouts:

- Five-Finger Test bookmark
- *How Can I Motivate My Child to Continue to Read Over the Summer?* handout
- *Why Should My Child Continue to Read This Summer?* handout
- *How Does My Child Log Reading Minutes?* handout

■S C H O L A S T I C