

Guidelines for an Online Program with Parents

Preparation

Some preparation is needed for this online adaption for The Latino Family Literacy Project.

Reach out to a targeted group of parents who can meet on Zoom or your preferred secured platform.

Make activity packets directly from your curriculum binder for parents to use at home. Or you can purchase our premade workbooks or Home Kits provided in our tote bags for easy distribution.

Distribute the materials (books and workbooks) to parents who have registered for the program.

Review the program materials ahead of time for each class session that you will be teaching each week.

A Basic Structure for Meeting with Parents – Preschool and Elementary Levels

Greetings – 15 minutes:

Start with an informal discussion while parents are logging into the program. Ask about how they are doing during COVID. This opportunity can help to create an authentic relationship and concern for parents, while learning what parents are dealing with.

When ready to move forward, ask parents to mute their audio and to raise their hands with questions for the remainder of the class. This will help to reduce disruptive background noise.

Review Materials – 45 minutes:

Read the book in Spanish all the way through (for comprehension and modeling).

Read the book in English all the way through (for new language).

Ask questions related to the book for discussion.

Review the vocabulary in the back of the book and ask parents to repeat aloud after the teacher.

Write the vocabulary on the Word List.

Select the ESL activities to work on with parents in class.

Home Activities – 5 minutes:

Review the home activities that parents can work on with their kids at home after they read the book with their kids. Encourage parents to pick two nights that they will read to their kids at home.

Review the Word Search Puzzle for vocabulary in Spanish and English and demonstrate one word together.

Review the Word Review section and demonstrate matching one word together.



Meeting with Parents – College Awareness Program

Greetings – 15 minutes:

Start with an informal discussion while parents / students are logging into the program. Ask about how they are during COVID. This opportunity will help to create an authentic relationship and concern for parents.

When ready to move forward, ask parents to mute their audio and to raise their hands with questions for the remainder of the class.

Review Materials – 45 minutes:

Review and update the PowerPoint as needed to meet your goals. You can download it from the Trained Provider Support page on our website.

Use the audio book in Spanish or English and the PowerPoint for easy online delivery.

Read the designated chapter from the book in Spanish or English all the way through in 1 language (depending on your targeted group of students or parents).

Review the corresponding activities related to each specific chapter in the book for discussion. Parents and students can work on these at home and share their answers each week with the group online.

Review new vocabulary and key college terms in Spanish or English (depending on your targeted group of students or parents).

Home Activities – 5 minutes:

Review the home activities that students and / or parents can work on at home during the week.

Have students read the assigned chapters for the week and work on their portion of the questionnaires.

Are you ready to begin your remote program with parents? Terrific!

Please fill out your Program Plan and submit to our office by email to: Support@LatinoLiteracy.com



Program Plan

Please submit to our office. Email: support@latinoliteracy.com
This is to be filled out by a trained provider at your school or district.

Please select the program you will implement remotely: Preschool _____ Elem _____ College Aware _____

School Information

School Name: _____

Address: _____ City/State/Zip: _____

Telephone: _____ Fax: _____

Your name: _____ Title _____

Your principal's name or supervisor's name and email _____

Program Information

Program Start Date: _____ End Date: _____

Days it will be held: _____ Time: _____

Who will identify the parents to invite participation? _____

Who will distribute the materials to each registered parent? _____

Who will the parents contact for more information? _____

Who will facilitate the program online? _____

Terms of Online Use of Books and Curriculum

I agree to read the books and materials for The Latino Family Literacy Project on a secure platform such as Google Classroom or Zoom Meeting.

I agree not to post the meetings on an insecure public platform.

I agree not to post the books or materials on public platforms such as Youtube or the internet.

The use of workbooks and home kits are for trained providers only.

I agree to these terms. Signature _____ Date _____

Additional Comments: _____