



Factors to Consider in Designing Family Literacy Programs

Location → Is the location centralized? Do the participants feel comfortable entering the building? Is it accessible?

Travel → Are participants able to travel to and from the program on their own or do you have to provide assistance travel arrangements?

Childcare → Do you need to provide childcare or subsidize childcare?

Promotion → How was the program promoted? Was it in plain language? Were you able to promote by word of mouth for parents with low literacy?

Time → Have you selected the best time for your participants?

Safety → Do your participants feel safe when traveling to and from your program?

Nutrition → Is there food available?

Community consultation → Does the community really want the program? This is very different from identifying if they need the program.

Perspective of family literacy → Does your target audience understand the difference between family literacy and teaching parents to read to their children?

Activities → Are the activities that you have selected realistic for re-creating at home with regard to cost efficiency, availability of materials, etc.

Open Door Policy → If a parent misses one or two sessions, are they welcome to attend the rest of the sessions?

Culture → Does your program's resource materials reflect the cultural diversity that may exist in the community?



Checklist for Starting a Family Literacy Program

- Have you identified the community's assets?
- Have you established an advisory committee to help guide and support your program?
- What can be done to lay the groundwork for continued funding and expansion?
- What are the specific outcomes you expect for the family members who enroll in your program?
- How will team planning be encouraged? Does the budget allow time for weekly team planning for staff and home visits to families?
- What are the recruitment strategies you plan to employ? What will be the ongoing plan for recruitment?
- How will practitioners be involved in recruitment?
- What criteria will you use for selecting sites for the program?
- As you think of the basic components of family literacy (adult education, early learning, parent support, parent-child interaction), what are the specific needs for preparing the site?
- What needs to be accomplished to assure the acceptance and support of other staff members at the facility?
- How will you prepare your staff for their roles in the program?
- How will you respond to ongoing staff development needs?
- What will be your participants' needs in the areas of transportation, day care and meals? How will the program respond to these needs? Funding?
- What existing equipment and materials will be used?

