Hosting Out-of-School Time Family Nights
A Guide To Before, During, and After

Out-of-School Time Family Nights are a wonderful opportunity to build relationships with your families and get them engaged in the activities happening in your program. They can also foster greater communication, so parents can learn more about their child’s specific involvement. Feedback can serve to increase the level of parental involvement in your program. Family Nights are a fun, inviting way to reach out.

Before: Planning Your Night

Families receive multiple promotions and flyers prior to the event in various formats such as flyers, e-mails, call-outs, social media promotion and more.

Parking and transportation are taken into consideration. Adequate parking is provided and navigable. If necessary and available, transportation is provided.

Events are held at a time that is convenient for working families, typically in the evening or weekend.

Consider culture, language and background of families.

During Your Night

Staff greet families as they arrive to the event.

Gather attendance for data and follow up.

Signage and maps direct families.

If possible, provide child care for younger siblings.

Make it a fun, interactive and lively night.

Food is always a great incentive. Make sure to follow food policies and consider allergies or dietary restrictions.

Provide related take home info such as parent handbooks, resources, performance programs.

Present contact info such as e-mail sign ups or where to find your program on social media so parents know how to stay in contact.

After: Following Up

After your event, promote the success of the night through communications such as newsletters, blogs and social media to build momentum for your program or next event.

Debrief following your event identifying successes and room for improvement.

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