

Parent Café Cost Estimator

	>>Online Pricing<<			>>In-Store Pricing<<			
Item	Estimated Cost (Online)	Example: Cost per table breakdown		Estimated Cost (In Store)	Example: Cost per table breakdown Basic/Expanded		Our Cost
Table Cost							
Tablecloth*	\$2.50	\$2.50		Walmart .97 (colored) Dollar Tree \$1.00 (white only)	0.97/\$1.00		
Centerpiece*	\$18.49	This is a 2 pack of fake potted plants so the cost is \$9.25 per table.		Dollar Tree Fake flowers \$1.00 Small vase \$1.00 Walmart Fake plant \$9.25	\$2.00 /\$9.25		
Candy	\$19.98	If you do 10 pieces per table it would cost .70 per table. (300 pc package)		Walmart Chocolate \$9.00-\$10.00/60 pcs Brach's kiddie mix \$5.14/80pcs Brach's peppermints \$8.00/315pcs	Just the kiddie mix- 10pc per table is .64 per table. Five pieces of each of the candy is \$1.84 per table.		
Toys*	\$22.26	Bright worm ball assortment (24pc) two per table cost is \$1.67- Oriental Trading; pipe cleaners (100ct) ten per table cost is 23 cents-Walmart		Pipe cleaners Walmart \$2.47/100pcs Dollar Tree \$1.00/45pcs Toys Oriental Trading 24 toys-\$22.26	20 pipe cleaners per table is .50 per table. 2 per table is \$1.67.		
Colored Pencils*	\$6.97	Five pencils per table makes this pack cost 70 cents per table. (50 count pack)		Walmart \$5.97/72 pencils	Ten pencils at each table is .83 per table.		
Coloring sheets*	\$8.51	Five sheets per table makes this .71 per table. Adult coloring sheets are available online for free.		Walmart \$4.94-\$5.97/60 pages	5 pages per table is .41 to .50 per table.		
Table host fee (Visa giftcard)**	\$25	\$25		\$25	\$25		
Total	\$197.20 4 tables	\$40.53		\$144.49 4 tables	\$30.35/\$40.59		0
Additional General Café Cost Ongoing							
Food HyVee	\$8-\$10 per person	\$40-\$50 per table		\$8-\$10 per person	\$40-\$50 per table		
Casey's Pizza	Single Topping- \$12/pizza (8pcs)	\$12.00 (one pizza per table/5 people)		Single Topping-\$12/pizza (8pcs)	\$12.00 (one pizza per table/5 people)		
Plates/napkins/utensils	\$26.22	Paper plates (210ct)-\$16.07/ 46 cents per table; Utensils(forks and spoons) (120ct)-\$3.97/40 cents per table; Napkins (500ct)- \$6.18/7 cents per table		Colored Walmart Plates- .97/20 Napkins-.97/24 12 oz cup-.97/10 OR Hefly colored \$6.64/100 Forks-.97/24 Mixed utensils (8 of each)- .97 Dollar Tree Plates- \$1.00/20 Forks- \$4.00/100 Mixed utensils (16 of each)-\$1.00 Plain Walmart Clear cups- \$4.74/100 OR tinted \$5.27/50 Napkins (vanity fair)- \$1.98/80 Plates (Great Value brand similar to Chinetti)- \$7.14/85 Forks- \$4.00/100 (great value premium)	5 people per table Colored Plates- .24/table Napkins-.20/table Cups-.33/table Forks-.20/table Plain Plates- .42/table Napkins-.12/table Cups-.24/table Forks-.20/table		
Facilitator fee (Visa giftcard)**	\$50	\$50		\$50	\$50		
Materials (Café in a Box)-Price per box*	\$36	\$7.20/table		\$36	\$7.20/table		
Flyer printing Self Kinkos	.13/ page (B&W)	.13 per page x 5 copies = .65		.13/page (B&W)	.13 per page x 5 copies = .65		
Total	\$120.85	\$98.78		\$108.20	\$70.83/\$108.82		
Training Cost							
Iowa Trainers (Participants: min 10/max 30)	TBD based on the number of attendees and trainer rates						
Mileage	.55/mile						
Training Materials \$25/participant manual \$36/café in a box \$150 café decor							
Travel Costs (hotel, food)							
Total	\$0						
Total Cost (excluding training)							
	\$318.05	\$139.31		\$252.69	\$101.18/\$149.41		
* Items can be reused (cost with each additional café will decrease as these items won't need to be purchased again)							
**Table host and Facilitator fees are at your discretion.							
Target runs about 20% more expensive than Walmart.							

Parent Café Cost Estimator

Item	Estimated Cost (All materials)	Cost per table breakdown	Notes
Table Cost			
Tablecloth*			
Centerpiece*			
Candy			
Toys*			
Colored Pencils*			
Coloring sheets*			
Table host fee			
Total	\$0.00	\$0.00	
Additional General Café Cost Ongoing			
Food			
<i><RESTAURANT></i>			
Plates/napkins/ utensils			
Facilitator fee			
Materials (Café in a Box)-Price per box*			
Flyer printing			
<i><STORE></i>			
Total	\$0.00	\$0.00	
Training Cost			
Iowa Trainers (Participants: min 10/max 30)	TBD based on number of attendees and trainer fees		
Mileage	.55/mile		
Training Materials \$25/participant manual \$36/café in a box \$150/café decor			
Travel Costs (hotel, food)			
Total	\$0		

Total Cost (excluding training)	\$0.00	\$0.00
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* Items can be reused (cost with each additional café will decrease as these items won't need to be purchased again)

Talking Points

Email Format

Consider the following email templates when reaching out to potential participants and referral sources:

For referral sources

Good Morning,

I'm emailing to give you information on an exciting new resource available in <NAME> County. As you are likely aware, parent support is a protective factor in preventing child abuse, there are four additional protective factors, that are presented in a format called Parent Cafés. These cafés were developed to allow participants "individual deep self-reflection and peer-to-peer learning, participants explore their strengths, learn about the Protective Factors, and create strategies from their own wisdom and experiences to help strengthen their families." (bestrongfamilies.org)

Isolation is a major barrier to effective parenting. Parent Cafés create connections to reduce isolation.

Each café includes snacks or a light meal, guided roundtable discussion and an opportunity to grow as a parent.

Attached is a flyer with information on upcoming cafes in your area. Please share it with any families you feel could benefit from attending a Parent Café.

Please respond to this email with any questions you have. Thank you!

For potential participants

Already participated in a café:

Good Morning,

Exciting news! We will be holding Parent Cafés in <NAME> County again beginning <DATE>. See the attached flyer for further information.

As someone who previously participated in a Parent Café, you know how fun, educational and useful they are. But, did you know that just because you've participated in a Parent Café doesn't mean you can't or shouldn't participate again? The conversations are different. Some of the parents in attendance are different. Your facilitator and table hosts might even be different. Each café is unique and offers an opportunity to take away something new!

If you would like to participate in any of the upcoming cafés, please RSVP by responding to this email. Thank you!

Never participated in a café:

Good Morning,

Exciting news! We will be holding Parent Cafés in <NAME> County beginning <DATE>. See the attached flyer for further information.

Parent Cafés are opportunities for persons who are in a parenting role to come together and share their experiences, their joys, their concerns with others. Parent Cafes are informal and participant led so

everyone can talk and learn from each other. Each café is unique as topics, participants and discussions change each time. We strive to make them all fun, educational and useful!

If you would like to participate, please RSVP by responding to this email. Thank you!

Phone & Meetings Format

Referral sources

Example referral sources:

- *Shared Decision-Making Team*
- *DCAT/CPPC*
- *Churches*
- *Social service agencies*
- *Schools*
- *Hospitals*
- *Local business owners*
- *Civic groups*

- *Parent Cafés are opportunities for persons who are in a parenting role to come together and share their experiences, their joys, their concerns with others. Parent Cafes are informal and participant led so everyone can talk and learn from each other.*
- *They are centered around the 5 Protective Factors*
 - *Resilience*
 - *Relationships: Positive social connections*
 - *Support*
 - *Knowledge*
 - *Communication: Social and emotional competences*
- *Refer to pages 1-2 in the guidebook on items you should have completed prior to meeting with referral sources. Share the research you have already completed.*
 - *When will cafés start?*
 - *How will you let them know about cafés?*
 - *What will be included in your cafés?*
 - *Meal? Snack?*
 - *Child care?*
 - *What should the parents they are referring expect to get out of cafés?*
- *What is their role?*
 - *How are they going to refer?*
 - *Why should they refer?*
 - *Who should they refer?*

Boards and funding partners

- *Parent Cafés are opportunities for persons who are in a parenting role to come together and share their experiences, their joys, their concerns with others. Parent Cafes are informal and participant led so everyone can talk and learn from each other.*

- They are centered around the 5 Protective Factors
 - Resilience
 - Relationships: Positive social connections
 - Support
 - Knowledge
 - Communication: Social and emotional competence
- Refer to appendix pages iii-vi in the guidebook on items you should have completed prior to meeting with referral sources. Share the research you have already completed.
 - Who have you identified as referral sources?
 - How are you going to market your café?
 - How will you get facilitators and table hosts trained?
 - Who have you identified for these roles?
 - What locations can you hold your café at?
 - What items can you get donated?
- What items do you not have figured out yet?
- Utilize the cost breakout sheets on pages appendix pages I-ii.
 - Fill out the form on appendix page i with your proposed budget for your reference.
 - Fill out the form on appendix page ii with your proposed budget for your meeting attendees.
 - Print one copy for each meeting attendee.
 - Be prepared to answer questions about your budget.
 - Why do you need certain items?
 - Can some items be done for a lesser price?
 - Who will be managing the funds and purchasing needed items?
- What is the role of those you are presenting to?
 - Ask them to support Parent Cafés
 - Be clear and concise in what you are asking of them

Postcards

If you choose to send out a postcard or letter reminding parents, who have previously attended a café, of an upcoming café(s), consider the below wording. Please feel free to edit to fit your café!

Please join us for our upcoming Parent Café which will focus on <TOPIC>. Bring a friend! Snacks will be provided.

<DATE>
<TIME>
<LOCATION>

More information on Parent Cafes can be found at <https://www.cppconline1.com/parent-cafes.html>.

RSVP by calling or texting <NUMBER> or emailing <EMAIL>. We look forward to seeing you soon!

Facebook/website format

1. Post your edited flyer.

The flyer can be found at <https://www.cppconline1.com/parent-cafes.html>.

2. You may choose to add a blurb about what Parent Cafés are.

Consider: Please join us for the upcoming Parent Café in <TOWN>! The goal of this café is to support parents, help them share ideas, get new ideas, connect with other parents, learn how to build a strong relationship with our children and learn about our community!

Parent Cafés



What is a Parent Café?

Parent Cafés are opportunities for persons who are in a parenting role to come together and share their experiences, their joys, their concerns with others. Parent Cafés are informal and participant led so everyone can talk and learn from each other.

They are centered around the 5 Protective Factors

- Resilience
- Relationships: Positive social connections
- Support
- Knowledge
- Communication: Social and emotional competence

YOUR NAME
YOUR EMAIL
YOUR PHONE

Joe Burke
JBurke@dhs.state.ia.us
515.314.3603

Sarah Hohanshelt
shohanshelt@gmail.com
515.468.8181

Professional Point Count

Image Count

- a. An easy way to prevent you from overdressing or underdressing
- b. Ideal number is 10-12
 - i. Avoid dressing below an 8 or above a 14

How to Figure Your Image Count

- a. Give each item you have on one point
**bold, patterned, large, etc. items get a second point*
 1. Each item of jewelry
 - Cufflinks/earrings (one point per pair)
 - Tie tack, bar or pin
 - Necklace or bracelet (each counts as one point)
 - Ring (each ring counts as one point)
 - Watch
 - Pins
 2. Each item of clothing
 - Tie
 - Shirt/blouse
 - Dress/suit, skirt, sweater, jacket
 - Hose
 - Shoes
 - Glasses
 - Scarf/corner pocket
 - Belt
 - Contrasting buttons
 3. Other
 - Large variance in height (very tall or short)
 - Nail polish (other than clear)
 - Red, blonde or other bold colored hair
 - Briefcase/purse

Parent Café Facilitator Training



THURSDAY & FRIDAY

March 4th & 5th

9:00AM-4:00PM

@YOUR LOCATION

123 1st Street

Anywhere, USA 11111

Why attend this training?

- To understand Parent Cafés on a deeper level
- To be able to facilitate Parent Cafés
- To start or grow Parent Cafés in your community
- To gain the knowledge you need to identify and train table hosts

This is a FREE event.

For more information call:

YOUR NAME // 000-000-0000

Register by emailing YOUR NAME at abc123@email.com.

Lunch on your own from 12:00-1:00pm.

PARENT CAFÉ FACILITATOR TRAINING

This is a FREE event!

Why attend this training?

- To understand Parent Cafés on a deeper level
- To be able to facilitate Parent Cafés
- To start or grow Parent Cafés in your community
- To gain the knowledge you need to identify and train table hosts

Thursday & Friday

May 4th & 5th

9:00am-4:00pm

YOUR LOCATION

123 1st Avenue

Anywhere, USA 11111

RSVP 000.000.0000 or abc123@email.com

Lunch on your own from 12:00-1:00pm.

PARENT CAFÉS

This is a FREE event!

What is a Parent Café?

Opportunities for persons who are parenting to come together and share their experiences, their joys, their concerns with other parents. They are informal and participant-led so everyone can talk and learn from each other.

Who should attend Parent Cafés?

Anyone who is parenting a child of any age (0-17).

Thursdays

May 3, 10 & 17

6:30-8:00pm

YOUR LOCATION

123 1st Avenue

Anywhere, USA 11111

RSVP 000.000.0000 or abc123@email.com

Snacks are provided!

Parent Cafés



THURSDAYS

March 4, 11 and 15 & April 2, 9 and 16

6:30PM-8:00PM

SNACKS/FOOD PROVIDED!

@YOUR LOCATION

123 1st Street

Anywhere, USA 11111

Who should attend Parent Cafés?

Anyone who is parenting a child age 0-17!

What is a Parent Café?

Opportunities for persons who are parenting to come together and share their experiences, their joys, their concerns with other parents. They are informal and participant-led so everyone can talk and learn from each other.

This is a FREE event.

For more information call:

YOUR NAME // 000-000-0000

RSVP by February 28th for food count.

Emergency Table Host Training

1. Should have already reviewed page 11 on Café Facilitation.
 - a. Consider discussing individual's skill sets which might make them a great table host early on. This will make it easier to pull them in an emergency situation. (I.E. after a café is completed, ask them how the cafe went at their table. Mention that you feel they have specific skills that would make them a good table host in the future. Then gage reaction to your feedback.)
2. Ask if they are willing to be a table host.
3. Reassure them that they are equipped to be a table host due to past participation in Parent Cafés.
4. As much as possible, move them away from the area that the café is being held to train them.
5. Parent Café Agreements
 - a. The agreements are as follows:

- i. **Speak from your own experience**
 - ii. **Listen attentively**
 - iii. **No judgements, positive or negative**
 - iv. **Do not give advice**
 - v. **Confidentiality**
 - vi. **No electronic presence**
 - b. Let the selected person know that following the agreements will keep their table on track.
 - c. Review each of the agreements with them and emphasize why they are important.
6. For more details see pages 12, 15 and 16 in the Parent Café Training Institute Participant's Manual. Your time constraint will not allow you to reference these pages in a short amount of time, but you may want to review them on your own.
7. Ask the person what questions they have prior to starting the café. Answer the questions if there are any and move the person back to the table.

8. Tips

- a. Refrain from treating your emergency table hosts differently than your seasoned hosts. This can create anxiety which can lead to poor performance by the emergency table host.
- b. You may consider taking a little more time explaining what you'd like to have done in a particular activity so that the emergency table host understands what they are supposed to do and what the activity is. However, no one should be aware that you are adding explanation to assist that specific table host.
- c. Move throughout the room to ensure things are going well, while paying particular attention to the emergency host. Do not hover over the emergency host.

9. Debriefing

- a. After the café is concluded, ask the emergency host to step aside for a debriefing.
- b. Debriefing Format
 - i. Ask the table host something similar to "how do you think table hosting went?"
 - ii. Listen to what they say and don't provide input on something they did not discuss.
 - iii. If you are going to ask a question, ask an open-ended question which must be answered with more than a "yes" or "no." Examples: What part of being a table host did you enjoy the most today? If you were to be a table host in the future, what are some things you'd like to improve on?
 - iv. Then proceed to yes or no questions. Examples: Are you planning to be at the next café? Would you like to host again in the future? Are there any questions other questions I can answer for you?
 - v. Thank them for their willingness to be a table host and for their contributions to the group.

Parent Café Material List

Registration Table

- Handouts/resources
- Name tags
- Pens
- Protective Factors Survey
(<http://friendsnrc.org/protective-factors-survey>)
- Attendance Sheet
- CD player or MP3
- _____
- _____

Food Table

- Coffee/water/tea/lemonade (make sure you have creamer, sugar, etc. if you serve coffee)
- Cups
- Plates
- Napkins
- Utensils
- Meal or snacks
- _____
- _____
- _____

Presentation Area

- Timer

- Easel
- Flip Chart
 - Protective Factors (PF) list*
 - Café Theme with PF covered listee*
 - One on One question*
 - One on One debrief sheet*
 - Commitment Card (fill in the blank statement)*
 - Ah-Ha moments*
 - One Word*
- Markers
- Commitment cards
- _____
- _____

Café Tables

- Table cloths
- Toys/coloring paper & markers
- Large scrap paper
- Pens
- Centerpiece
- Candy
- Agreement sheet
- Question cards
- _____
- _____

Parent Café Overview

Set up

Registration table

- Handouts/resources
- Name tags
- Pens
- Protective Factors Survey
<http://friendsnrc.org/protective-factors-survey>
- Attendance Sheet
- CD player or MP3

Presentation Area

- Timer
- Easel
- Flip Chart
- Markers
- Commitment cards

Food Table

- Coffee/water/tea/lemonade (make sure you have creamer, sugar, etc. if you serve coffee)
- Cups
- Plates
- Napkins
- Utensils
- Meal or snacks

Café Tables

- Table cloths
- Toys/coloring paper & markers
- Large scrap paper
- Pens
- Centerpiece
- Candy
- Agreement sheet
- Question cards

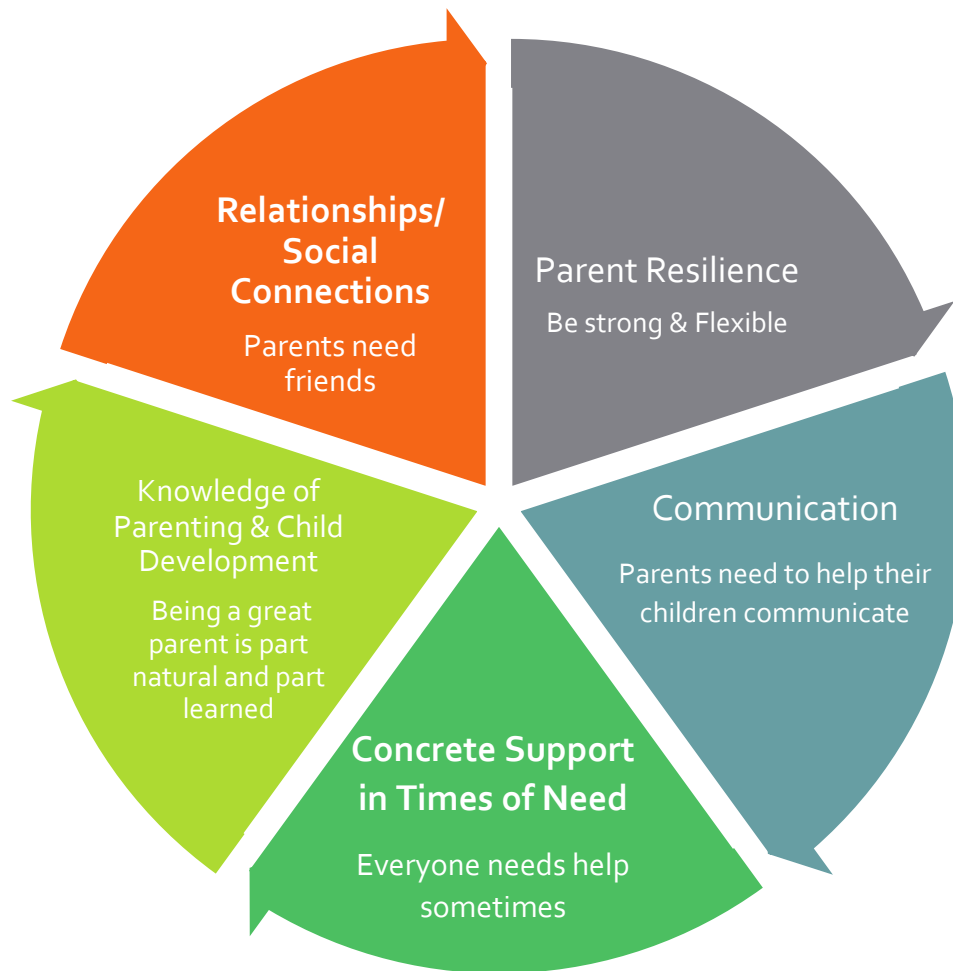
Flip Chart

- Protective Factors list
- Café Theme with covered Protective Factors
- One on One question
- Commitment card fill in the blank statement
- Ah-Ha moments
- One word to describe experience

Agenda

1. **Welcome** (5 minutes): Include housekeeping
2. **Café Agreements** (5 minutes)
3. **Introduction** (10 minutes): Protective Factors in laymen terms & theme
4. **One on One** (10 minutes): Find a partner. State the question. Warm up conversations. Practice active listening.
5. **Café Conversations** (30 minutes): Table host explains conversation cards. Note which Protective Factors are covered.
6. **Debriefing** (15 minutes): Remind of theme. Use flip chart. Ah-Ha moments.
7. **One word closing** (20 minutes): One word to describe Parent Café experience. Ask why they chose that word.
8. **Evaluation & Closing** (10 minutes): Evaluation. Announce next café date/time

Five Protective Factors
Translation to Every Day Language



Adapted from Be Strong Families.

Parent Café Agreements

Speak from your own experience

Use "I" statements

Listen attentively

Do not interrupt

No judgements

positive or negative

Do not give advice

Confidentiality

What's talked about in the Parent Café, stays in the Parent Café

Turn your cell phone on silent

Adapted from Be Strong Families.

Parent Café Attendance Sheet

Date of Café: _____

Café Theme: _____

Protective Factors covered: _____

One on One Question: _____

	<u>Name</u>	<u># of Children in Family</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____

Continue sign in on back of sheet if needed.

Parent Café Quarterly Review

Report Date: October 15th January 15th April 15th July 15th

Parent Café Site:

Form completed by:

Email:

Phone:

Parent Café Target Audience:

1. Complete the table.

	This quarter only	Year-to-date
Total number of parents/caregivers		
New participants		
Total number of Parent Cafes held		

2. Please briefly describe the progress made on your project this quarter and any challenges or delays experienced.
3. Share a story relating to a Parent Café participant (please do not include any identifying features).
(This can be a success story, something that a participant shared with you that was particularly helpful, suggestions for improvement, etc.)
4. Complete the table for future plans to implement, grow and/or sustain Parent Cafés.

County(ies)/Town(s) Served	Lead Person(s)	Date to be completed	Action Step	Progress

Parent Café Contact List

Name	Title	Parent Café Role	Phone Number	Email	County (ies)
Angela Wesselink	Parent Connection Coordinator	Trained Facilitator	515.602.6371	awesselink@co.wright.ia.us	Hamilton, Humboldt & Wright
Bonnie Forsyth	Parent Educator	Trained Facilitator	515.250.8579	bonnieforsyth@partnersinfamilydevelopment.org	Dallas, Madison & Warren
Christa Hefel	Recruitment & Engagement Leader at Four Oaks	Trained Facilitator	563.880.2638	chefel@fouroaks.org	
Dana Yerington	K-12 Outreach Educator		563.263.5701	dana@iastate.edu	Muscatine
Erin Hall	Muscatine County CPPC Director		641.774.8133	ebrooks@scicap.org	Lucas
Gwen Deming	CPPC Coordinator		563.321.3401	cppc2014@icloud.com	Clinton, Jackson & Dubuque
Heather Brooks	Program Supervisor, CFI	Trained Facilitator	515.537.5839	heatherb@cfiowa.org	Polk, Madison, Marion, Warren, Dallas, Jasper, Boone & Story
Jackie Willson	BSC Day to Day Manager			jwillso@dhs.state.ia.us	Des Moines
Jan Moffitt	Program Manager		319.364.8909	jmoffitt@ypniowa.org	Linn
Jean Yanders	Partners in Family Development	Trained Facilitator	515.975.2256	jeanyanders@gmail.com	Dallas County
Joe Burke	DCAT Coordinator	Statewide Coordinator	515.314.3603	jburke@dhs.state.ia.us	Madison, Marion & Warren
Jovanka Westbrook	Partners in Family Development Director	Trained Facilitator	515.250.8534	jowestbrook@partnersinfamilydevelopment.org	Dallas, Madison & Warren

Joy Anderson Joy Dralle	CPPC Implementation Specialist			joy.anderson@epIService.org joy.dralle@epIService.org	Bremer, Butler, Franklin & Grundy
Julie Gibbons		Trainer	515.244.2200	jdalrymple@pcaiowa.org	
Kelly Bakewell	Director of Community Based & Prevention Services- Oversee the Parent Café Grant	Trained Facilitator	319.286.4531	kbakewell@tanagerplace.org	Linn
Laurie Nash	Johnson County Social Services	Trained Facilitator	319.688.5707	lnash@co.johnson.ia.us	Johnson
McKinley Bailey	Executive Director	Trained Facilitator	515.602.6371	mbailey@co.wright.ia.us	Hamilton, Humboldt & Wright
Mellette Drager	Parent Café Coordinator	Trained Facilitator	319.286.4531	mdrager@tanagerplace.org	Benton & Iowa
Nicole Mann	Eastern Iowa DCAT Coordinator		563.326.8221	nicole.mann@scottcountyiowa.com	Cedar, Clinton, Jackson, Des Moines, Henry, Louisa, Lee, Dubuque, Muscatine & Scott
Penny Estrada	Partners in Family Development	Trained Facilitator	515.808.0503	pennyestrada@partnersinfamilydevelopment.org	Dallas County
Rachel Bardwell	Partners in Family Development	Trained Facilitator	515.238.8170	rachelbardwell@partnersinfamilydevelopment.org	
Rachel Garner	Marion County Public Health Assistant Director	Trained Facilitator		rgarner@marionph.org	Marion
Ryan Keller	Executive Director Hope4Healing	Trainer	855.584.4673 641.750.6480 (cell)	rkeller@hope4healingquakerdale.net	
Sarah Hohanshelt	CPPC Coordinator	Statewide Coordinator	515.468.8181	shohanshelt@gmail.com	Madison, Marion & Warren

Shawna Lebeck			319.267.2594	slebeck@dhs.state.ia.us	Bremer, Butler, Franklin & Grundy
Steve Nylin	Dads Program Specialist		319.364.8909	SNylin@ypniowa.org	Linn
Tiffany Larson	CAPP Coordinator	Trained Facilitator	515.602.6371	tlarson@co.wright.ia.us	Hamilton, Humboldt & Wright