

RCSD Caregiver Education Series Host Expectations 2019 – 2020

Thank you for choosing to host a Caregiver Education Session at your school.
Please promote this session within your school and community.

- **Advertise our website and the caregiver poster on your school’s website and information sites** (such as Schoolzone or Powerschool)
 - **Display the caregiver poster** in your school and give it out to school families
 - **Share presentation details with other schools/agencies in your area.**
- Please note that all caregiver sessions advertised on the poster are open to the public.

Technology and Room Set-Up Requirements	
What we need from you, the host school:	What our presenter will bring:
✓ Computer with access to the internet	✓ PowerPoint presentation on a USB
✓ Screen/Projector (or SMART Board)	✓ Presentation Remote ‘Clicker’
✓ Speakers	✓ Attendance sheet
✓ Microphone, if the space requires it	✓ Handouts for attendees (including evaluations)
✓ Table for registration/handouts	✓ Additional mental health resources
✓ Signage to direct attendees to the room	PLEASE ENSURE THE ROOM AND ALL TECHNOLOGY IS SET UP AND TESTED BEFORE OUR PRESENTER’S ARRIVAL
✓ Refreshments for attendees, budget allowing	
✓ ***School Staff Contact, including after-hours cell phone number	

*****A school staff member familiar with the technology set-up must be present in the room throughout the presentation** to troubleshoot any problems that may arise (e.g., computers shutting down, late-comers, additional chairs are needed, difficulties with the sound system, etc.) If this will be someone other than you, please contact the education team to provide us with their name and after-hours cell phone number.

Please note that this staff member needs to be present before, during, and after the presentation.
Our presenters cannot be left alone in the school.

<p><u>On the day of the presentation:</u></p> <ul style="list-style-type: none"> • Presenters will arrive 30 minutes before the presentation. • Please ensure the room and technology (computer, projector, speakers, internet) is set up and working prior to our presenter’s arrival. • Please ensure the school doors are unlocked or that someone is able to let people into the school at least 15 minutes before the start of the presentation.
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We are looking forward to working together in supporting the children, youth, and families in our community. We hope that the information provided will be helpful to all who attend.

For more information, please go to www.cyfcaregivereducation.ca.
 If you have any questions please contact the CYF Education Team at
 (780)415-0074 or CYFCaregiverEducation@ahs.ca