

## **Instructions For Parent Survey Summary of Findings (CD 4003)**

Complete a Parent Survey Summary of Findings (CD 4003) form, one for each contract type, and/or Family Child Care Home Education Network (FCCHEN). Contractors serving children in a FCCHEN should complete a Parent Survey Summary of Findings for the network. The CD 4003 information is used to complete the Program Self-Evaluation Annual Report.

### **Top Section of CD 4003 Form**

- Complete the Contractor Name. Identify the Contract Type, and/or FCCHEN, and Age Group. The contract type may be California State Preschool Program (CSPP), California Center-based (CCTR), California Migrant (CMIG), or California Severely Handicapped (CHAN).
- Record the Planning Date. This is the date the first three sections of the form are completed. Identify the Lead Planner's Name and Position. This is the person completing the CD 4003 form.
- Record the Follow-up Date(s). These dates indicate when the Action Steps have been reviewed. The Follow-up Date will also indicate when reflections are recorded (see Follow-up and Reflection below).

### **Key Findings from Parent Surveys**

- Tally and review the results of the Parent Surveys. A sample tally sheet form is available on the Desired Results Web site at <https://www.desiredresults.us/parent-survey-forms>.
- Identify the (key findings) based on the survey results.

### **Action Steps**

- For the key finding(s) identified as most needing improvement, develop and write attainable Action Steps to support the program in progressing from "Not Satisfied" to "Satisfied" or "Very Satisfied" and from "No" to "Yes."
- Include modifications in communication, training, instructional materials, schedules, space, and supervision, as applicable.

### **Expected Completion Date and Persons Responsible**

- Enter the date when the Action Steps will be completed.
- Identify the key person(s) who will be responsible for each action step.

### **Follow-Up and Reflection**

- This column will be blank when the CD 4003 form is first completed.
- Periodically review the status of all the Action Steps, completion dates, and persons responsible.
- Record modifications or changes needed to complete the Action Steps, and expected completion dates.
- Reflect on the results and record progress or changes made to the key finding(s).

**Parent Survey Summary of Findings (CD 4003)**

<b>Contractor Name</b> Davis Joint Unified School district Children's Center	<b>Contract Type, and/or FCCHEN</b> CSPP
<b>Planning Date</b> February 2017	<b>Lead Planner's Name and Position</b> Jenna Gonzalez Program Director
<b>Follow-up Date(s)</b> June 2017	<b>Lead Planner's Name and Position</b> Tereadel Sosa Borges

This form can be expanded and is not limited to a single page.

<b>Key Findings from Parent Surveys</b>	<b>Action Steps (Including communication, training, schedule, space, instructional materials, and supervision changes)</b>	<b>Expected Completion Date and/or Ongoing Implementation and Persons Responsible</b>	<b>Follow-Up and Reflection (Changes made, date completed, time extended)</b>
Question #2 option G: How to find other services in the community.	The office will be putting together a packet of information that includes doctors' offices, mental health, Parenting classes, and other resources in our community. This packet will be handed out to all of our parents upon enrollment with a pledge that if they need further assistance to let the Director, teacher, or secretary know.	This will be an ongoing implantation throughout the years but the packet will be given out at the beginning of each school year.	June 2017  and  September 2017

<p>Question #6 option J: Parent involvement</p>	<p>Director Gonzalez will develop a hand out to let the parents know all our parent involvement for the year and all opportunity's to volunteer. We have several events and volunteer opportunities throughout the year but I think a lot of the problem is that parents aren't aware of them. A lot of our families don't drop off all the time and don't read a lot of the handouts. As a team we will also develop some parenting classes that will provide our families with information they need to be great supports for their children at home.</p>	<p>This will be completed by June 2017 with plans to execute more parent involvement by the 2017-2018 school year.</p>	<p>June 2017  And  September 2017</p>
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