

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)

Contractor Name Davis Joint Unified School district Children's Center	Contract Type, and/or FCCHEN CSPP
Planning Date March 2018	Lead Planner's Name and Position Jenna Gonzalez Program Director
Follow-up Date(s) June 2018	Lead Planner's Name and Position Tereadel Sosa Borges

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

Key Findings from Parent Surveys	Action Steps (Including communication, training, schedule, space, instructional materials, and supervision changes)	Expected Completion Date and/or Ongoing Implementation and Persons Responsible	Follow-Up and Reflection (Changes made, date completed, time extended)
Question #3 option F: How to find other services in the community.	It has come to the attention of Director Gonzalez that the parents are looking to the staff here at the children's center for parenting advice. We will select monthly articles to send home to the parents about different strategies to use at home with their children. These will be ranging from milestones, sleeping, to positive discipline.	This ongoing effort will be led by Director Gonzalez, we will need to be getting different articles as the needs change.	June 2018 and August 2018

Question #6 option A: Hours of operation	Director Gonzalez will send out a survey to all parents asking their opinions on the hours of operation. We will then evaluate if there is really a high need to change our hours or not.	This will be completed by June 2018 with plans to execute the change in hours by the start of the school year in August 2018.	June 2018
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