

SURVEYS

Instructions for Administering Teacher/Caregiver/Staff Survey

The study committee assigned to complete the standards for Early Childhood Program Activities and Early Childhood Program Services should also oversee the administration of the Teacher/Caregiver/Staff Survey. Follow these instructions:

ADMINISTRATION OF TEACHER/CAREGIVER/STAFF SURVEY

The Teacher/Caregiver/Staff Survey is to be given to all program personnel. An accompanying letter from the early childhood program director should indicate the purpose of the survey as an integral part of the early childhood program evaluation process and solicit full participation. The letter should also instruct the personnel to return the completed survey sealed in an envelope to the early childhood program facility. Preserving confidentiality and security is imperative.

The sealed surveys are to be given to the Visiting Committee chair, who will oversee their review. A report of Teacher/Caregiver/Staff Survey responses will be provided to the early childhood program administration and governing board by the Visiting Committee.

SURVEYS

Teacher/Caregiver/Staff Assessment Survey

INSTRUCTIONS

Your opinion about the quality of the Early Childhood Program (ECP) is important. Please complete this survey. Your responses will remain confidential. For questions 1-12, rate the Early Childhood Program (ECP) by circling the number that corresponds with your level of agreement with the statements. (Number 1 indicates no agreement with the statement, and 5 indicates strong agreement.) You may add a brief comment about any statement. Upon completion of the ranked response items, answer the open-ended questions 13-17.

How long have you worked at this early childhood education and care program?

CIRCLE ONE:

1 to 12
months

1 to 3
years

3 to 6
years

more than
6 years

STRONGLY
DISAGREE DISAGREE NEUTRAL AGREE STRONGLY
AGREE

- | 1 | 2 | 3 | 4 | 5 | |
|---|---|---|---|---|---|
| | | | | | 1. The program administration keeps me informed of working policies, schedules, procedures, and any changes thereof in a timely manner. |
| | | | | | 2. Staffing at this early care and education program is good and fair; there are no discriminatory problems. |
| | | | | | 3. I feel accepted and respected by my coworkers. |
| | | | | | 4. Staff are usually involved in the development and implementation of new programs. |
| | | | | | 5. The governance, administration and program offered where I work is high quality. |
| | | | | | 6. The administration assists me in developing professionally. |
| | | | | | 7. Positive teamwork and collaboration among staff members is high. |
| | | | | | 8. Reports from program governance and civil authorities containing information that affects my work/responsibilities are shared with me by my administration in a timely manner. |

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TEACHER/CAREGIVER/STAFF ASSESSMENT SURVEY (CONTINUED)

STRONGLY DISAGREE	DISAGREE	NEUTRAL	AGREE	STRONGLY AGREE	
1	2	3	4	5	9 . The administration models maintaining a healthy, safe and orderly environment.
1	2	3	4	5	10 . The everyday working relationship among the personnel in my specific area (e.g. food service, classroom, front office) is amiable and professional.
1	2	3	4	5	11 . The due process provided by the administration for seeking solutions is adequate. The educational program and care offered at this early childhood program is of high quality.
1	2	3	4	5	12 . I feel that my suggestions to the administration regarding curriculum, classroom management, programming, building parent and community relations are appreciated and taken into consideration.

13 . Why did you choose to work at this early childhood program, and what do you like most about your work?

14 . What do you consider to be the strengths of this early childhood program?

TEACHER/CAREGIVER/STAFF ASSESSMENT SURVEY (CONTINUED)

15. What areas of the early childhood program could be improved?

16. What suggestions would you offer the administration for improvement?

17. Additional concerns or comments: _