

COVER LETTER AND ONGOING PARENT SURVEY FORM¹

Post copies of the following **Ongoing Parent Survey Forms** in an envelope on your **Parent Bulletin Board** or on a table near the entrance to the program. Provide another envelope nearby where parents can deposit completed surveys. If the program and program parents have access to the Internet, post the survey form on the program **Web Site**. Display the following note along with the forms.

Dear Parents:

*We want to stay in touch with how you feel about our program throughout the year. Of course, we want you to feel free to talk with us about your ideas or concerns at any time. We also want to encourage you to jot your feelings down from time to time. We've provided these **Parent Survey Forms** for this purpose. The form is short and easy to complete. Please use it any time you would like to give us general feedback about how well we are meeting your needs. You may deposit your completed form in the envelope provided or mail or email it to the program.*

Thanks for your input!

Program Director

See next page for Questions and Survey Format

¹ Excerpted with permission from Roberta Newman. *Building Relationships with Parents and Families in School-Age Programs*. New Albany, OH: School-Age NOTES, 2008. Pages 105 – 106.

Ongoing Parent Survey Form

Please give us your candid responses to the following questions:

1. *What do you like best about the program?*
2. *What do you like least about the program?*
3. *What would you like to see changed about the program, if anything?*
4. *What do you want to be sure never changes about the program, if anything?*
5. *On a scale of 1 to 10 (with 1 being the lowest and 10 being the highest), how would you rate your satisfaction with the program services _____*

Comments, if any:

6. *On a scale of 1 to 10 (with 1 being the lowest and 10 being the highest), how would you rate your satisfaction with the program staff _____*

Comments, if any:

Name _____ (Optional)

Please include your name if you would like to discuss your comments with us.