

**FAMILY SURVEY
ACTION PLAN 2015-2016**

Action Item	Owner	Timeframe for Completion	Comments
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Percent of Surveys Returned – 29%

This year, Family Survey results were invalid which is unprecedented. CECC utilizes the same vehicles for distribution and also created the survey in a Survey Monkey format for parent convenience.

The Coventry Public Schools received a Smart Start grant beginning in the 2015-2016 school year. CECC partners with CPS and has moved the facility to the Captain Nathan Hale Middle School campus. During the spring and summer of 2015, CECC worked very hard to move the facility into the new building.

The low response rate is attributed directly to the enormity of the move project in order to continue our collaboration with the Coventry Public Schools.

Action Items to Improve Response Rate for 2015-2016:

Hard Copy Surveys	Admin	Apr 2016	Hard copy of the surveys will be available at the preschool in a family corner.
Confidential Survey	Admin	Apr 2016	Surveys will be collected in a confidential envelope to ensure anonymity
Survey Monkey	Admin	Apr 2016	Business Manager will distribute surveys via email / survey monkey to allow for convenience. A note will be included to advise parents how long the survey will take to complete.
Extended survey timeframe	Admin	Apr 2016	Typically the survey timeframe is 1 week. Administration will extend the timeframe to a 2 week period.
On-site completion time	Admin	Apr 2016	Surveys will be available during conference week when parents are in the facility. A space will be made available in the parent corner of the new foyer for parents to complete survey.