



Spreadsheet for Family Survey Results during Self-Assessment

Instructions for Use: Enter the number of "Yes", "No", "DK" (Don't Know) and "NA" (Not Applicable) responses for each question, as well as the number of surveys with no response for a question (blanks). The spread sheet calculates the total for each question; the "Total" cell turns red if your numbers add up to more than or fewer than the "Number of Staff Surveys Returned" above. The spread sheet also calculates the percentage of each response for each question. Blanks (not answering a particular question) are treated like "DK" responses; both are considered a negative response. When "NA" is a possible response, the number of NAs is deducted from the total number of surveys returned before the other percentages are calculated.

Relating Survey Responses to Criterion Ratings. In Excel, click on the tab called "Scores for Criteria" at the bottom of this worksheet to see the survey scores by criterion and the overall pass rate for the survey. To move back to this "Overall Responses" worksheet, click on that tab below.

Program Name:		Coventry Early Childhood Center, Inc.					NAEYC Program ID #		723368			
Number of Family Surveys Distributed		78		Surveys should be distributed to all families enrolled in the program.					Percent of Surveys Returned		29%	For results to count, at least 50% of all the surveys must be returned.
Number of Family Surveys Returned		23		This number is used as the denominator in all percent calculations below.					Last Date for Survey Return		04/30/15	Surveys should be completed within a year of the candidacy due date.
Survey Question	Number "Yes"	Number "No"	Number "DK"	Number "NA"	Number blank	Total, each question	Percent Yes	Percent No	Percent DK or blank	Related Criteria		
Q.1	23	1				24	100%	4%	0%	1.A.01; 3.B.03; 7.A.01; 7.A.06		
Q.2	23		1			24	100%	0%	4%	3.B.02; 3.B.03; 3.B.05; 3.G.06; 6.A.02		
Q.3	22	1	1			24	96%	4%	4%	1.A.03; 3.G.06; 4.E.02		
Q.4	16	7	1			24	70%	30%	4%	7.B.05; 7.B.06		
Q.5.a	24					24	104%	0%	0%	7.A.09	Combined total used to rate 7.A.05 and 7.A.06	
Q.5.b	23	1				24	100%	4%	0%	1.A.05		
Q.5.c	24					24	104%	0%	0%	10.D.06		
Q.6	24					24	104%	0%	0%	7.B.02		
Q.7	22	2				24	96%	9%	0%	1.A.02; 2.A.04; 3.B.01; 3.G.06; 4.E.01; 7.A.02; 7.A.03; 7.A.08		
Q.8	2			22		24	200%	0%	0%	2.D.01, 2.D.02, 3.F.05		
Q.9	19	2	3			24	83%	9%	13%	3.F.06		

Survey Question	Number "Yes"	Number "No"	Number "DK"	Number "NA"	Number blank	Total, each question	Percent Yes	Percent No	Percent DK or blank	Related Criteria
Q.10	21		3			24	91%	0%	13%	3.F.03; 7.C.02; 7.C.04
Q.11	24					24	104%	0%	0%	2.A.04; 4.E.03, 4.E.04; 4.E.06; 7.B.03
Q.12	23		1			24	100%	0%	4%	4.E.07
Q.13	24					24	104%	0%	0%	4.E.02
Q.14	24					24	104%	0%	0%	4.E.05; 7.B.04
Q.15	13	1	1	9		24	93%	7%	7%	1.E.01; 3.B.12; 7.A.10; 7.C.03
Q.16	19	1	4			24	83%	4%	17%	7.A.12
Q.17	21	1	2			24	91%	4%	9%	7.A.07; 7.A.11; 7.A.13; 7.A.14; 7.C.01; 10.F.04
Q.18				24		24	0%	0%	0%	7.B.01
Q.19	21	1	2			24	91%	4%	9%	7.A.05, 7.C.05; 8.A.01; 8.A.03; 8.A.05; 8.B.03
Q.20	17		1	6		24	100%	0%	6%	7.C.06; 7.C.07
Q.21	19	1	4			24	83%	4%	17%	10.F.02
Q.22	24					24	104%	0%	0%	10.A.07; 7.A.01
Q.23				24		24	0%	0%	0%	5.B.09; 9.A.15
Q.24				24		24	0%	0%	0%	5.B.04; 5.B.08

For each question / row, these 3 columns should add up to 100%.

Please describe how you made sure that all families had the opportunity to complete this survey:

The family survey was made available for parents to complete at drop-off and pick-up during conference week. Family Surveys were also distributed via Survey Monkey. Notification of the survey was provided to parents via the newsletter, email, and notice in the child's cubby.

Please describe how you made sure that families were provided confidential means of responding to the survey:

A confidential envelope was provided to parents for them to insert upon completion of the survey.