

# HOPKINS



# HOUSE

*A Learning Center for Children, Youth, and Families*  
*Celebrating 77 Years!*

**Helen Day Preschool Academy**  
1224 Princess Street  
Alexandria, VA 22314  
Telephone (571) 480-4081

March 2, 2017

Dear Parents of Helen Day Preschool Academy Young Scholars:

Thank you so much for completing the *2017 Preschool Satisfaction Survey* this past January. From your responses on the annual survey, we have gained much insight into our strengths and areas in which we might need to improve. The purpose of this letter is to share how we intend to use your feedback to improve the Helen Day Preschool Academy.

We were excited and pleased to learn that the overwhelming majority of parents expressed satisfaction with the care and learning opportunities provided at the Helen Day Preschool Academy, as well as satisfaction with the performance of our highly-qualified staff. Thank you for your encouragement and support.

The following are some of the areas the survey identified as areas we could improve upon and what strategies we will implement going forward:

#### Parent Teacher Involvement

We will enhance communication between parents and educators in the following ways:

1. *Newsletters, emails and lesson plans.* The staff works very hard in documenting what the children are participating in daily, and the skills that they are learning. We will share what we document through these media.

2. *“What We Did Today”*. This daily summary sheet will be posted daily on bulletin boards and doors of the classroom.
3. *Parent-Teacher Conferences*. We hold PT Conferences twice a year and encourage you to take advantage of this opportunity for an in depth conversation about your child’s social and developmental progress.
4. *Teacher/Parent Dialogues*. Your child’s classroom Teacher and Assistant Teacher – different than Instructional Assistant and Classroom Aide – are the most knowledgeable about your child’s classroom activities. We encourage you to telephone or visit with them during naptime (12 – 3 pm) or contact them by email. Drop-off and pick-up are very busy times for the staff, and while every parent would like to know how their child did that day, a specific developmental conversation is not always achievable during this time.

#### Staff Retention and Turnover

We share in your concern about staff turnover and retention. Hiring and retaining highly qualified and experienced early care and education professionals is our number one priority.

We receive and review applications from prospective educators daily. Sadly, few meet the high standards set by Hopkins House. Those with potential undergo an extensive interview process to see if they might be a proper fit for our academy and our young scholars.

To maintain morale and retain our current educators, we will continue to regularly check in with them on a professional and personal level to see how they are doing and how we can help make their stay here more enjoyable. Both the Principal and Assistant Principal have “open door policies,” in which an educator can approach at any time to discuss anything of concern or ask a question. As an institution, Hopkins House provides a variety of systems to gauge staff morale, such as, quarterly staff meetings, Open Mic, and periodic staff surveys. The information gathered from these systems help to provide feedback on what we can improve and how we can be more responsive to our educators’ needs.

#### Language Program

The survey also indicated that parents would like to see a language program back on track. We value the language program and believe it is one of the aspects of our academy that distinguishes Hopkins House from other preschools. We are working to bring the language program back, perhaps through the use of multilingual

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volunteers. If you or someone you know is multilingual and seeking to volunteer, please let me know.

These changes, based on your feedback in the 2017 Preschool Parent Satisfaction Survey, are part of our commitment to continuous improvement. We are grateful for your feedback, and for choosing our Academy as your child's preschool. Please do not hesitate to contact me if you have any questions or suggestions.

Sincerely,



Deborah Boateng-Beckson M.Ed.  
Principal  
Helen Day Preschool Academy