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*A Learning Center for Children, Youth, and Families
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Helen Day Preschool Academy
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Alexandria, VA 22314
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April 6, 2018

Dear Parents of Helen Day Preschool Academy Young Scholars:

Thank you so much for completing the *2018 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. *Weekly updates*: Families will receive highlights of the week along with pictures and description of what their child is focusing on based on the four major developmental domains according *Creative Curriculum* - Social, Emotional, Cognitive and Physical.
2. *Weekly goals/ week ahead briefings for Preschool and JK/K-Prep*: Our Preschool and JK/K-Prep classrooms will receive *Creative Curriculum* goals which will be assessed by teachers at the end of each week. Student's results

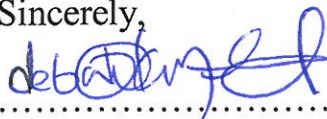
will be shared with families at the end of the week and students who were unable to meet their goals will be given extra activities for the weekend to support attainment of these goals.

"Week Ahead" briefing will include activities in the curriculum that the students will be focusing on the following week. Reminders will be posted outside the classroom to updated families for the week ahead.

3. *New student/Parent guide:* Management will put together a parent guide for all classrooms. This guide will include but not limited to: classroom schedule; expectations; and general information parents should know to keep them informed upon enrollment and during transitions. This document will prepare families for what to expect in advance of transitions or new enrollment and help to eliminate inconsistencies between classrooms.
4. *Reporting contagious illness:* Management will announce and update families whenever there is a report of a diagnosed contagious illness. Each announcement will include an action plan to manage and control the spread of illness as well as literature to help families in identifying related symptoms. Hand sanitizer will also be provided at the entrance of the building to help control the spread of germs.
5. *Parent communication app for daily reports:* Management is in the process of demoing apps to facilitate daily reporting and to improve communication between parents and educators. Based on feedback and interest from parents, Hopkins House has decided to pilot the app at our academy to ensure that it will address the communication needs of our families. This new app will be offered at no additional cost to families. More information will be provided once an app has been identified for the pilot.

These changes, based on your feedback in the 2018 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 us if you have any questions or suggestions.

Sincerely,



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



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Marc Solomon
President, Parent Council