

HOPKINS HOUSE



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A Learning Center for Children, Youth, and Families

James L. & Juliette McNeil Preschool Academy
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April 6, 2018

Dear Parents of the James L. & Juliette McNeil Preschool Academy:

I want to take a moment to personally thank you for completing the 2018 Preschool Parent Satisfaction Survey. Through this annual survey, we gain useful insights about our work and areas we might need to improve. We have thoroughly examined the survey responses and thoughtfully read every comment. Following are specific areas around which you provided feedback and actions we plan to take in response:

Curriculum and Lesson Plans

It is our goal first and foremost to provide high-quality early education for our students and we utilize the Creative Curriculum to support us in this endeavor. In order to give parents more insight into the activities that your children participate in during the day, we have updated our lesson plan formats to include the following information:

- Extracurricular activities in our computer lab and music room;
- Cooking, art and science activities that students participate in to enhance the theme of the week; and
- Any screen time that children will have each day, with a limit of no more than 15 minutes per day.

Supporting Educators and Continuing Professional Development

Hopkins House has a strong commitment to hiring and retaining highly qualified educators. As new staff members join our team, this commitment extends to continuing professional development and support. To support this development, our administration team will conduct the following activities:

- The Master Teacher will meet with each new teacher within their first week to conduct a training them how to utilize Creative Curriculum in the classroom.
- The Master Teacher will continue to meet with each teacher monthly and on an ad-hoc basis to assist with curriculum development, implementation, and assessment.
- The Principal will conduct weekly observations in each classroom to provide real-time feedback to educators regarding classroom management and educational best practices to support the continued growth of our team and students.
- General themes from observations will inform sessions for our professional development days to ensure all staff members benefit from these learning opportunities.

Finally, we received very positive feedback from parents regarding specific educators at our school and want to share this support with our community as a whole. As a result, in addition to recognition awards provided by our Hopkins House board, we are initiating a McNeil Preschool Educator Recognition program to recognize our educators for their great work. This program will be coordinated by McNeil's Executive Parent Council and our

administration team and we will send out additional information as this program kicks off.

Communication

We are constantly working to maintain open lines of communication with parents and utilize our young scholars' cubbies, email, and conversations with you during pick-up and drop-off to support this active communication. Moving forward, in addition to these current tactics, during the month of April we are:

- Revamping our daily reports for our Infant, Toddler, and Preschool classes;
- Developing and implementing a new daily report template for use in our JK-Prep and K-Prep classes;
- Demoing a parent communication app that connects with our Procure system that will further improve avenues of communication between you and our team and will provide updates to parents as we consider transition to this report method;
- Developing a new "Parents Page" on our www.hopkinshousepreschools.org website that will include information for parents, including the Parent handbook, master calendar, link to uniform vendor, and other useful information; and
- Launching a new McNeil Parents Council Facebook page (@mcneilparents) and email address (mcneilparentcouncil@gmail.com) to give parents direct access to our Executive Parent Council and important information about our school.

Parent Engagement

A new Executive Parent Council was elected in February and has hit the ground running with ideas to engage families and support our preschool academy. We invite all families to engage with the parent council and to suggest and steward events, activities, and other forms of engagement within our school. The next **General Parent Council meeting** will be hosted in **our Music Room on Wednesday, April 11th at 5:00p**, please join us!

In order to share information about opportunities to engage with the parent council, a new parent board is being constructed in the lobby of our academy. This board and the bookcase below it will include important information such as upcoming events and closures, opportunities to engage in parent council activities, and more.

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 the kind words you shared about the McNeil Preschool Academy and staff, 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,



Sherry Hughes, M.Ed

Principal

McNeil Preschool Academy



Jerry Hinn

President, Parent Council