



## Parent Interest Survey Instruction Sheet



### **PURPOSE STATEMENT:**

The Parent Interest Survey provides each family with the opportunity to express their unique interest's in-group education activities.

### **TIMELINE:**

- For the site-based program, the Parent Interest Survey is completed during the Parent Orientation. For children who are enrolled after the beginning of the program year, the Parent Interest Survey is completed as part of the enrollment process.
- For the home-based program, the Parent Interest Survey is completed at the one of the first home visits.

### **STAFF RESPONSIBLE:**

- For the center-based program, the Site Supervisor is responsible for ensuring that each parent/guardian completes a Parent Interest Survey. Parent Engagement/Program Assistants (PAPes) are responsible for tallying the Parent Interest Survey results for each site and for the entire Area.
- For the home-based program, the Home Visitor is responsible for ensuring that each parent/guardian completes a Parent Interest Survey. The Home Visitor is responsible for tallying the Parent Interest Survey results for his/her own caseload. The Home Base Supervisors are responsible for tallying the Parent Interest Survey results for each home-based program (Early Head Start and Head Start).

### **INSTRUCTIONS:**

Parents are asked to complete the following:

- Check which days and times the family is available to meet for monthly parent meetings. Check all days and times that apply.
- Check "Yes" or "No" to indicate if the family needs translation services. If "Yes," specify the language.
- Check all of the trainings topics that the family is interested in.



## Parent Interest Survey Instruction Sheet



### **For center-based program**

- PAPes tally each site's surveys using the Parent Interest Survey Tally Sheet. The information gathered from the surveys is used to plan the site's parent meetings/trainings.
- All Parent Interest Surveys and a completed Parent Interest Survey Tally Sheet are filed at the site in the Parent Meeting binder.
- PAPes gather all tally sheets from their Area and use them to create a master tally sheet for the Area.
- The master tally sheet is submitted to the Parent Involvement Program Specialist.

### **For the home-based program**

- Home Visitors tally the surveys from their caseload using the Parent Interest Survey Tally Sheet. Home Visitors may use this information to plan socializations.
- All Parent Interest Surveys and a completed Parent Interest Survey Tally Sheet are filed in the socialization binder. Each Home Visitor gives a copy of the Parent Interest Survey Tally Sheet for his/her caseload to the Home Base Supervisor.
- The Home Base Supervisor tallies the Parent Interest Survey Tally Sheets for all caseloads.
- A copy of this tally sheet, which represents the interests of all home-based families, is submitted to the Parent Involvement Program Specialist.