

Annual Employee Survey

Indicate the age group of children that you work with most: Infant Toddler Preschool School-age

Each year our program conducts a written survey completed by all teachers and support staff in the areas of communication, training, health and safety and the educational and learning experiences for the children in our care. Your honest opinion and observations provide us with important information that helps us improve our overall program. Thank you for your time and please return this survey into the office in the envelope provided by this Friday.

Please indicate how long you have been employed by our program:

- Less than six months Six months to one year One year to two years More than two years

There is space provided at the end of the survey to make additional comments or to expand on questions that you answered in the survey.

Please read each question and check the appropriate box: Yes, No, US (unsure) or NA for (not applicable)	Yes	No	US	NA
Before I accepted a position at this program, I was given the opportunity to tour the facility and observe the program. I was able to meet and ask the teachers about the daily schedules and discuss other important information about being employed for this program.				
Before I accepted a position at this program, I was given information on the qualifications for teachers and on-going training professional development activities for the teachers and staff.				
Upon employment, I was given a staff handbook that included the programs philosophy, curriculum, health and safety policies and procedures, arrival and departure procedures and procedures on how to handles emergencies.				
Upon employment, I was asked and provided information about any type of allergy or medical condition that would not interfere with my position responsibilities but that would require special care. I provided a Care plan in order to effectively handle any potential emergency.				
As a part of the hiring process, I provided management with written documentation of any training or the degree I have earned that may be a requirement of my position for this program. Example, high school diploma, CDA, Associates Degree, Bachelors Degree, Medication Administration Training, CPR, First Aid, etc.				
As a part of the hiring process, I provided personal information in order for the program to complete the required state criminal record clearances. I understand that those clearances will be updated at least every three years or more often as requested by management.				
The Director and other staff members provided me with a friendly and complete orientation to the program.				
I received a proper introduction to the children and their families before I was given primary responsibility for the classroom.				
Based on my observations, other staff members and I teach and model appropriate health and safety procedures with the children. Managers and all employees take extra care in identifying and excluding ill children and employees from the program.				
I often receive informal feedback on my performance in the classroom from the management team.				
I complete a self evaluation and am given the opportunity to share that evaluation before or during the annual conference with my supervisor.				

I know how to report broken play equipment and building maintenance issues to the appropriate person in order to keep the children in my care safe.				
I have been trained and understand how to prepare lesson plans.				
Our program provides program wide events such as parent education programs, family dinners, celebrations and special events.				
I am given the opportunity to participate in the overall programs goals and activities including curriculum plans, training activities, parent education programs, etc.				
Classroom and program events are designed to be opportunities for our family to meet other families and be a part of the larger community.				
If I observe difficult or behavior that is atypical or abnormal for my child's age, the teacher completes a behavior log and detailed assessment of my child. Parents are referred to outside professionals if needed.				
The program's facility and the surrounding areas are safe, clean and adequately supplied with age appropriate supplies.				
Based on my experiences, the Director is competent and demonstrates effective leadership to teachers, the support staff and the overall program.				
If I observe difficult or behavior that is atypical or abnormal for a child in my age group, we complete a behavior log and detailed assessment of the child. Using that assessment, we develop a behavior modification program with the parents. The parents are referred to outside professionals if needed.				
The program staff and I are informed and are knowledgeable of special dietary needs, restrictions or food allergies for any child enrolled in the program.				
The program has a parent lending library with books and information on child development, common parent topics, child health, etc.				
The program has a resource library of child development, curriculum, resources and books for me to use in order to plan the appropriate activities for the children in my class.				
I know that each classroom has a notebook that contains the policies and procedures of the program, including emergency plans and child and employee emergency cards.				
I feel that I am valued as an employee of this program.				
I am encouraged and am given the opportunity to participate in monthly staff meetings, on-site and outside training, conferences, courses and other professional development sessions.				
I would recommend this program to friends, neighbors and family that are looking for quality child education program.				
I would recommend that a person apply for a position to work for this program.				

Comments: _____

I have additional comments about the information in this survey that I would like to share in person with the Director. Please contact me so I may schedule an appointment or time to discuss them.

Name: _____ Telephone number: _____