

Parent Interest Survey Procedure

Purpose

This document explains how to complete the *Parent Interest Survey*, a checklist of concerns used to document at enrollment that a family may fill out at the enrollment appointment to gain needed support and resource information.

Guidance

This form provides valuable information for staff from the start of the child and family's enrollment in the Early Learning Program. Use information from this form in addition to information from the Application and the DEL Child Enrollment Form to help create a fairly complete picture of family areas of concern.

Note: This new version combines the former *Parent Interest Survey* and *What I'd Like More Information About* forms

Procedure

During enrollment, use this form as a prompt to have a conversation with the family and check off the appropriate areas based on their responses. DO NOT hand this form to parents/families to fill out; center staff must complete this based on responses of family members. The form is separated into two sections: Individual Interests/Needs and Family/Parent Activities. Items checked under the "Needs" category are priority and need to be addressed immediately or within 3 days after they indicate concern. Here are the steps to follow to fill out the *Parent Interest Survey*:

1. During enrollment, begin this form by asking the family, about their needs and what activities they may be interested in for themselves.
2. Center staff will also document how the family would like to receive information. This should allow center staff to adapt information or resources based on the family's preferred method of receiving the information.
3. Based on the family's response, center staff will check the related area. This will be tracked regularly by whether or not information was provided or a resource was provided, and when this was discussed.
4. Items checked in the first area ("Needs") take priority and need to be addressed immediately or within 3 days after the concern is indicated. If a referral is given to the family, follow up with the family on the outcome within 3 weeks.
5. Center staff have some creative room to decide with the family about how to best fill a need. There are two areas, "Individual Interests/Needs" and "Family/Parent Activities." Some items may be needs that are more personal to the family. Other items may be ideas that can drive center family activities.
6. There is space at the end of the form for staff to write in other interests as needed.
7. If a family does not want more information, revisit this form periodically when talking with the family. Issues or concerns might come up later and you'll need to be responsive to emerging needs and concerns.

Related Documents

Parent Interest Survey