

Using NAEYC Family and Teaching Staff Surveys

NAEYC Family and Teaching Staff Surveys: Which Version Should I Use?

There are two different, but related versions of both the Family Survey (FS) and the Teaching Staff Survey (TS). Both the Self-Study and Self-Assessment versions of FS and TS are available on **TORCH**.

Self-Study Surveys are intended to be used early in your program improvement process. They offer programs an opportunity to ask enrolled families and teaching staff broad questions about your program. Families and teaching staff can make ratings and are also invited to add additional comments. This allows for your program to better understand where improvements can and should be made.

Self-Assessment Surveys are intended to be used as you assemble evidence in preparation for your NAEYC Accreditation site visit. The questions in these surveys are a little more focused and translate directly to a number of NAEYC Accreditation Standards & Criteria. Unlike with the Self-Study Surveys, the answers to the Self-Assessment Survey are limited to specific ratings and do not allow for additional comment or clarification. The purpose is to gather data that quantifies your families' and teaching staff's perceptions about program quality. Self-Assessment Surveys must be completed within one year of your program's Candidacy or Renewal date.

How should I send the surveys out to my families and teaching staff?

This is up to you! Most programs simply print and send out physical copies of surveys. You may also choose to enter the surveys into an online survey service such as SurveyMonkey or Google Forms, or you could offer both options to suit the needs of your families and teaching staff.



If you send the surveys through an online service, pay careful attention that the exact phrasing of the questions and the response options do not change. For example, do not allow for responses on a rating scale of 1 to 5.

No matter how you choose to send out your surveys, you need to count up all the responses you get. There are spreadsheets available on TORCH to do this — different spreadsheets for **self-study** and **self-assessment** versions of the surveys. You can also create your own method for tallying responses if you prefer.

I'm expecting my NAEYC Accreditation Visit soon. What do I need to do?

- › Complete Self-Assessment versions of FS and TS within one year of your Candidacy or Renewal Date!

 - For survey ratings to count towards scoring your accreditation visit, you must collect responses from at least 50 percent of your enrolled families and 80 percent of your teaching staff.
- › Tally the results of both the Family and Teaching-Staff Surveys. Include:

 - The number of surveys sent out
 - The number of surveys returned
 - The number of Yes, No, Don't Know, and Not Applicable responses to each question
- › Have the returned surveys and tally sheets ready for your NAEYC Assessor to review on the day of the site visit.

 - If you sent out some, or all of your surveys through an on-line service you may print the results along with a printout of the questions and possible answers.
- › Enjoy your visit!



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