

# **Materials for conducting internal evaluations in accordance with the requirements set out in Bridging Diversity**

**Field of Activity C1**

**Early childhood professionals actively strive for an educational partnership with parents based on mutual recognition.**





**C1.3 I involve parents in decisions about important issues concerning the centre/family day care centre.**

**C1.3.1**

I encourage parents to contribute and to provide suggestions and critique while ensuring that the parents feel that their opinions are valued and that their contributions are taken into account.

**C1.3.2**

I show awareness of parents' special abilities, knowledge and interests. I encourage parents to use these abilities in their work with the children.

**C1.3.3**

I handle the information that I receive from parents professionally and treat parents' personal concerns confidentially.

**C1.3.4**

I involve parents in drawing up and reviewing the concept at the heart of the centre's work and in planning and designing the themes on which it focuses.

**C1.3.5**

I ensure that clear rules are available to manage complaints and to inform parents, and ensure that this is done together with the person running the centre and the provider.

**C1.3.6**

I inform parents about how they can get involved at the institutional level within the centre. This includes joining the parents' council, parent committees and the centre's board. I provide contact with parents' committees outside the centre, such as those at the district and state level.

**Practical examples:**

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**Evaluation question C1.3**

**I involve parents in decisions about important issues concerning the centre/family day care centre.**

Completely agree

Mainly agree

Partly agree

Do not agree

The following evaluation form should be drawn or printed as a large poster. Please provide your answers to the evaluation questions on the evaluation form and do so anonymously. This will provide you and other members of the team with an initial quality profile.

**Presenting the individual  
 assessments and the team evaluation**  
 (Number of entries on the scale)

**C1.1**

**I actively strive for an educational partnership with parents based on mutual recognition.**

Completely agree	Mainly agree	Partly agree	Do not agree

**C1.2**

**I ensure that my work is undertaken transparently.**

Completely agree	Mainly agree	Partly agree	Do not agree

**C1.3**

**I involve parents in decisions about important issues concerning the centre/family day  
 care centre.**

Completely agree	Mainly agree	Partly agree	Do not agree

## **Parent feedback survey**

Conducting a structured questionnaire of parents' views provides an opportunity to compare their views with those of the team. Comparing perspectives can help provide a substantial appraisal of the current level of partnership and cooperation that exists between parents and the team.

In order to do so, the questionnaire needs to be photocopied and distributed to the parents. This can be done during events such as parents' evenings or afternoons where all of the parents have been invited. However, no matter how the survey is undertaken, it is essential that enough time is made available to conduct it properly. The results from the survey should be evaluated before moving on to the group discussion.

The information that the parents provide about their experiences of the settling-in period (Question 2) can be used to work through Field of Activity B7 ('Early childhood professionals shape transitions with the children.'). Parents can also be invited to participate in the discussion. Finally, all of the parents should be informed of the results of the survey.

## Parents' questionnaire

Dear parents,

We constantly strive to improve the quality of the work at your early years centre. For this reason, cooperation with you is particularly important to us.

You are invited to participate in all of the important matters that concern the centre. We are really interested in your suggestions.

This questionnaire is aimed at finding out more about your view of our work together. Getting to know your point of view should help to improve our work and to build an even more trusting relationship.

Your views will remain anonymous and you will be informed about the results of the survey. Please tick the extent to which you agree or disagree with the following statements.

Thank you and warm regards,

Your early years team

### 1. Are you well-informed about the work of the early years centre?

	Completely agree	↔	↔	Do not agree	Not applicable
I was able to familiarise myself with the early years centre before my child was admitted.	<input type="checkbox"/>				
I have ample opportunities to find out what my child experiences and learns at the centre (e.g. through posters, letters to parents, newsletters, occasional participation in educational activities in my child's group...).	<input type="checkbox"/>				

### 2. Did your child's settling-in phase go smoothly? And was your child's settling-in phase accompanied by a practitioner with whom your child became increasingly familiar?

	Completely agree	↔	↔	Do not agree	Not applicable
I was able to communicate with this practitioner about the individual steps taken to help my child settle-in.	<input type="checkbox"/>				
The practitioner enquired about my child's habits, likes and dislikes.	<input type="checkbox"/>				
I had the impression that the team understands my child's needs and responds appropriately to them with care.	<input type="checkbox"/>				
My child has settled-in well and feels comfortable in the community of children.	<input type="checkbox"/>				
I have been able to share enough information with the team about my child's experiences of settling-in.	<input type="checkbox"/>				

**3. What experiences have you made in terms of cooperation with the team?**

	Completely agree	↔	↔	Do not agree	Not applicable
The team approaches me with trust and respect.	<input type="checkbox"/>				
The team is open to my opinion. I am able to convey to the team what is important for the <i>Bildung</i> and development of my child.	<input type="checkbox"/>				
I am aware of the team's documentation about my child's individual development and it is accessible to me at all times.	<input type="checkbox"/>				

**4. To what extent can you participate in the centre's work?**

	Completely agree	↔	↔	Do not agree	Not applicable
In my experience, the centre encourages parents to get involved.	<input type="checkbox"/>				
I have suggestions, requests and/or complaints.	<input type="checkbox"/>				
In my experience, parents' suggestions and/or complaints are taken into consideration.	<input type="checkbox"/>				



## Guidelines for the group discussion

### Evaluation question C1.1

**Do you actively strive for an educational partnership with parents based on mutual recognition?**

Use the following criteria to shape the discussion:

#### C1.1.1

We develop a trustful and appreciative approach with all parents.

#### C1.1.2

We work to understand parents' expectations of regarding the education, *Bildung* and care of their children, taking different family cultures into account as part of this process.

#### C1.1.3

We talk with parents about our and the parents' notions of education and family life.

#### C1.1.4

We actively look for opportunities to overcome linguistic barriers, such as with the help of other parents or interpreting services.

#### C1.1.5

We conduct regular meetings with parents about their child's development and discuss any different views that might crop up. These meetings use information gained from the Berlin Documentation System. The information that the system holds should be accessible to the child and parents at all times, as it belongs to them.

### Team evaluation:

**We actively strive for an educational partnership with parents based on mutual recognition.**

Completely agree

Mainly agree

Partly agree

Do not agree

## Evaluation question C1.2

### **Do you ensure that your work is undertaken transparently?**

Use the following criteria to shape the discussion:

#### **C1.2.1**

We provide parents with the opportunity to learn more about life in the centre/family day care and the pedagogical concept. This begins before the child joins the centre.

#### **C1.2.2**

We provide parents with insights into the centre's daily routine by giving them interesting documentation and detailing personal experiences.

#### **Team evaluation:**

**We ensure that our work is undertaken transparently.**

Completely agree

Mainly agree

Partly agree

Do not agree

### Evaluation question C1.3

**Do you involve parents in decisions about important issues concerning the centre/family day care centre?**

Use the following criteria to shape the discussion:

#### **C1.3.1**

We encourage parents to contribute and to provide suggestions and critique while ensuring that the parents feel that their opinions are valued and that their contributions are taken into account.

#### **C1.3.2**

We show awareness of parents' special abilities, knowledge and interests. We encourage parents to use these abilities in their work with the children.

#### **C1.3.3**

We handle the information that we receive from parents professionally and treat parents' personal concerns confidentially.

#### **C1.3.4**

We involve parents in drawing up and reviewing the concept at the heart of the centre's work and in planning and designing the themes on which it focuses.

#### **C1.3.5**

We ensure that clear rules are available to manage complaints and to inform parents, and ensure that this is done together with the person running the centre and the provider.

#### **C1.3.6**

We inform parents about how they can get involved at the institutional level within the centre. This includes joining the parents' council, parent committees and the centre's board. We provide contact with parents' committees outside the centre, such as those at the district and state level.

#### **Team evaluation:**

**We involve parents in decisions about important issues concerning the centre/family day care centre.**

Completely agree

Mainly agree

Partly agree

Do not agree

The next step is aimed at developing a rational assessment of the level of quality that you have achieved in this field of Bridging Diversity and to discuss and define specific goals for the further development of your work.

Please think about an appropriate way of informing parents about your results in this field.

**Summary of the evaluation and the potential for further development in field of activity C1**

**What are we doing well?**

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**What are we not doing so well?**

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**Early childhood professionals build and maintain partnerships with parents for children's *Bildung* and education.**

Completely agree       Mainly agree       Partly agree       Do not agree

**Which goals do we want to achieve to further develop the quality of our work?**

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We now move on to developing specific steps to achieve the goals and tasks set out in Bridging Diversity. Think about how you could use the conditions and parameters in your centre effectively. Think about which organisational aspects you could change in order to meet your aims.

This includes asking questions such as:

- How do you organise your work and meeting times?
- Can you find a way of dividing your responsibilities?
- Who can provide you with help?

WHO is going to check that it has been done?	
WHEN should it be done by?	
WHO is going to help?	
WHO is going to do it?	
WHAT needs to be done?	