

# **Kinder House Day Care**

## **Annual Program Evaluation and Policy Review**

Our Policies and procedures are developed with the assistance of Staff and Parental input through annual surveys, Parent Suggestion Box, and newsletters. Any suggestions made by Parents, Staff or other Stakeholders are taken into consideration and implemented if it meets our Program's Philosophy and Mission/Vision Statement. A review of all Policies and Procedures will begin in October each year. Any revisions will be completed, if necessary, and Parents, Staff and Stakeholders will be notified of any changes. Policies will then be placed in our Handbooks and sent to our website in January of each year.

Program evaluation is ongoing. Parents and staff are free to formally/informally communicate ideas/input for our program. Communication of this nature can be in the form of e-mails, telephone calls, verbally, anonymous notes in our suggestion box located in the front lobby, or in our Annual Survey/Evaluation which is conducted in November each year. The results are then reviewed and compiled into a report/graph that we display on our Family Bulletin Board. This information gathered is used to guide us with the improvements in the quality of care we provide at Kinder House