

# How to Complete a Parent Survey

**Roles that Have Access:** Anyone provided a link to the parent portal

The Hubbe Parent Survey feature allows you to access, complete, and submit parent surveys all through your parent portal account online. This instruction sheet will explain how to complete parent surveys.

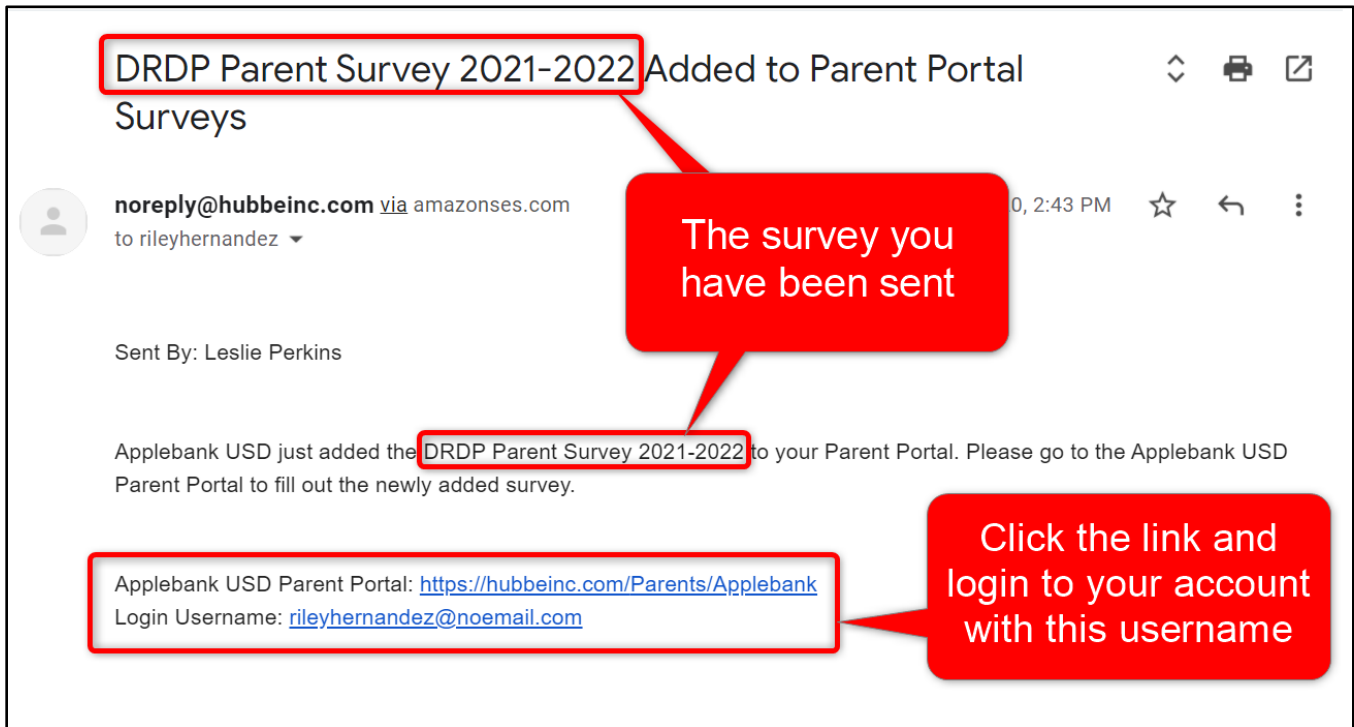
## Table of Contents

*Click on the topic or page number to jump to the corresponding section of the instruction sheet.*

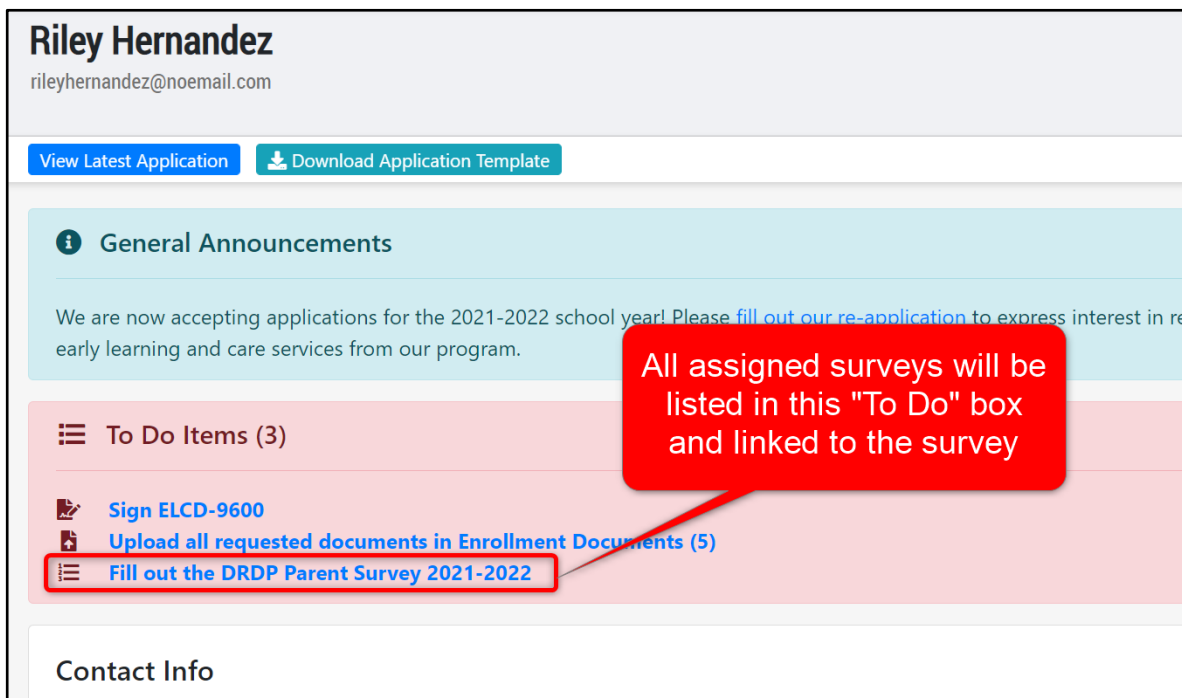
Navigating to the Parent Survey.....	1
Completing Your Parent Survey.....	4
Submitting Your Parent Survey.....	9

# Navigating to the Parent Survey

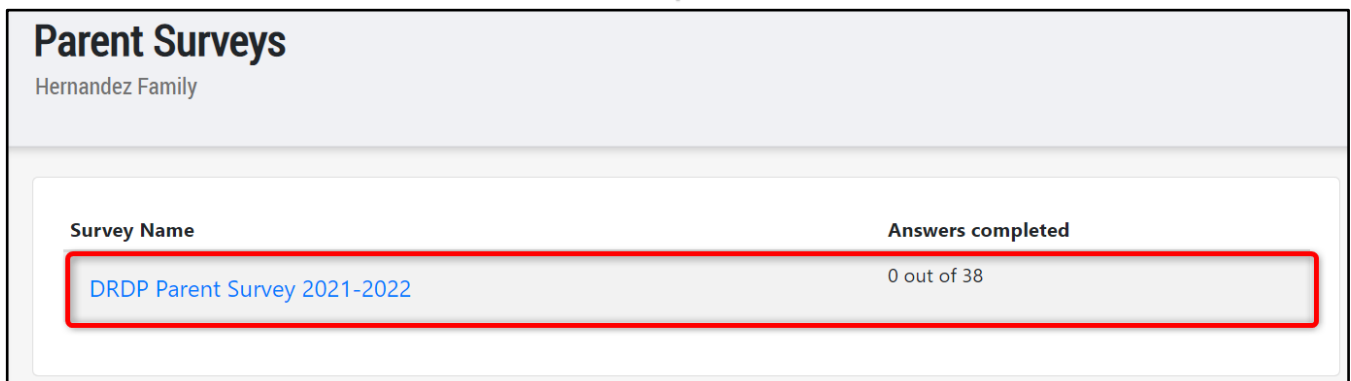
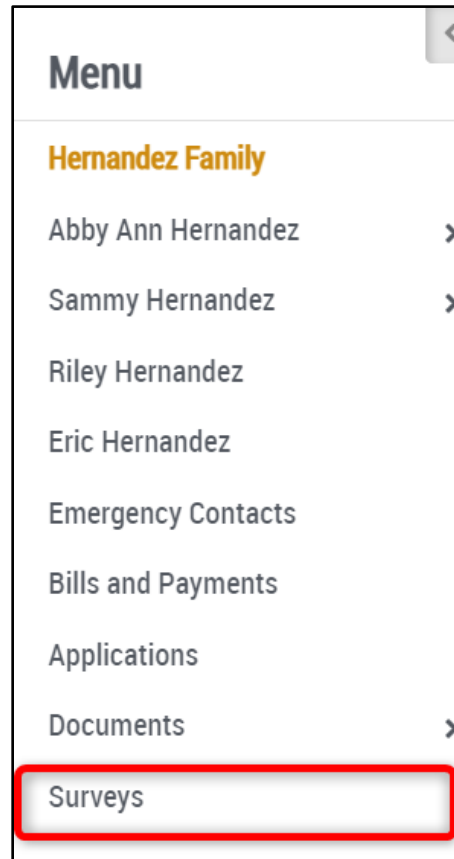
- 1 When you have been assigned to a parent survey, you will receive an email notifying you of the new survey you need to complete. The email will contain the name of the survey, parent portal, and the username associated with the account that was sent the survey. Click the parent portal link.



- 2 Now in your parent portal account, your "To Do Items" box will list the new survey and will be linked to the survey. Click on the survey listed to navigate to that survey.

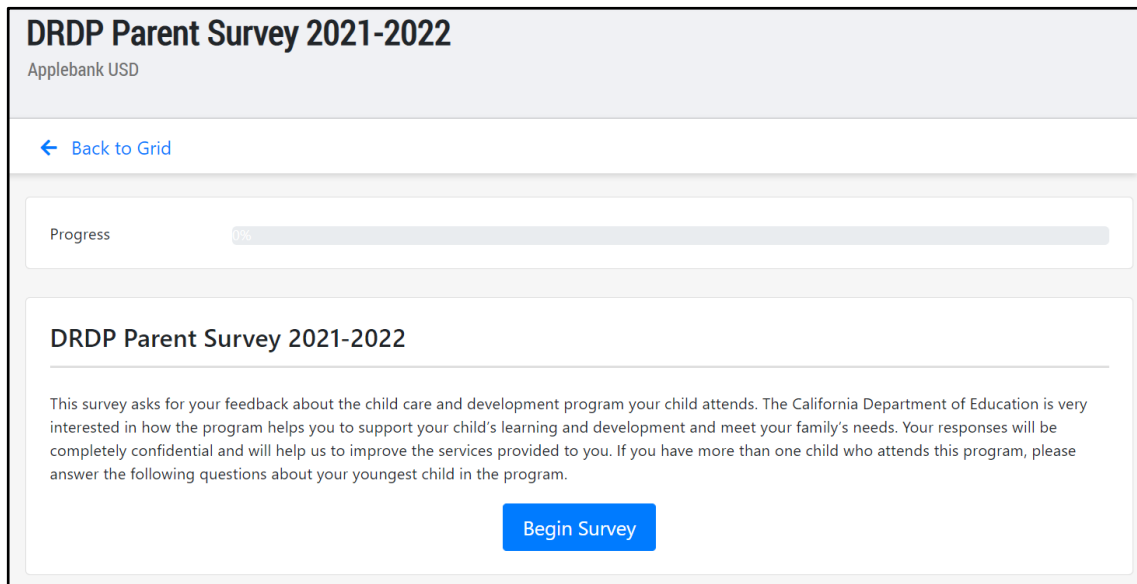


You can also access any survey you have been sent by clicking on “Surveys” in your Menu. On your Parent Surveys page, all surveys that you have been sent will be listed. Click on the survey you wish to work on/complete.



3

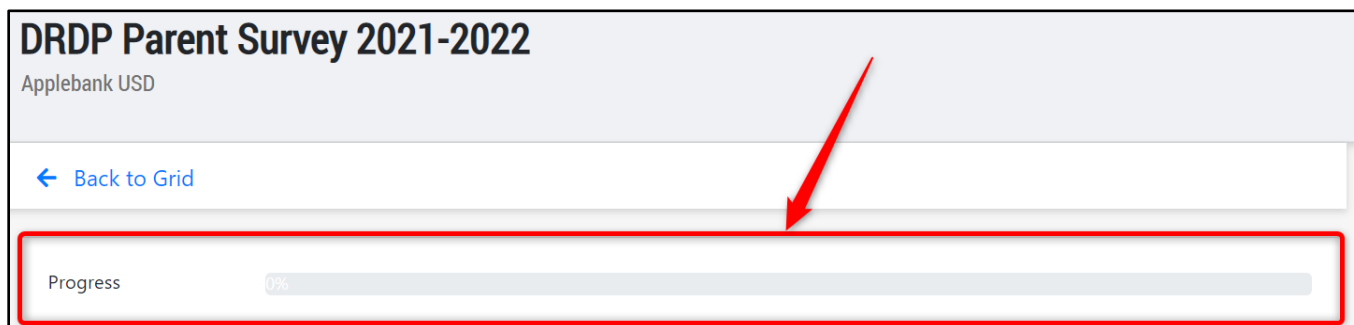
You will be led to the page where you can complete the questions in the survey. Please refer to the following sections for directions on how to complete and submit your survey.



To go back to the "Surveys" page where all your parent surveys are listed, click "Back to Grid."

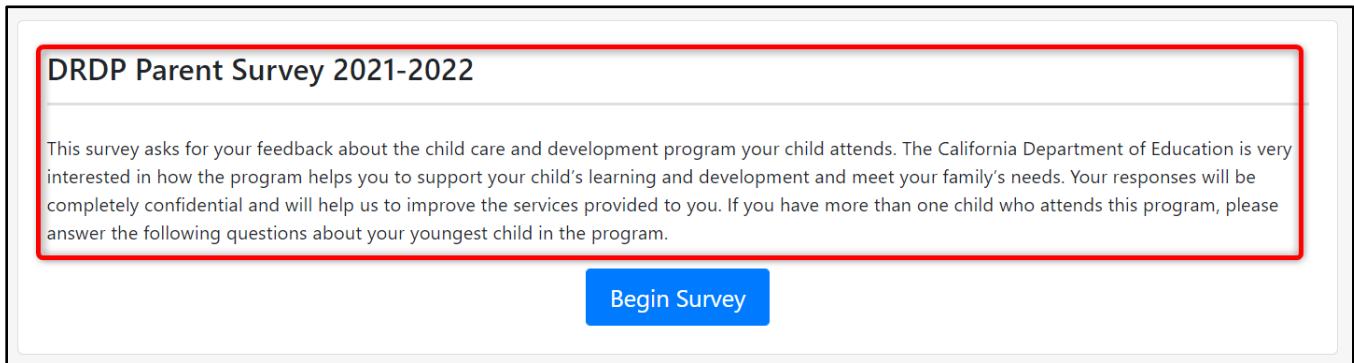


The "Progress" bar displayed on this page will show you how much of the survey you have completed. The progress will increase as you complete each question in the survey.



# Completing Your Parent Survey

The survey title and description will be displayed on the survey page prior to beginning the survey. The questions can be multiple choice or textbox answers. Make your way through each question in the survey as explained below.

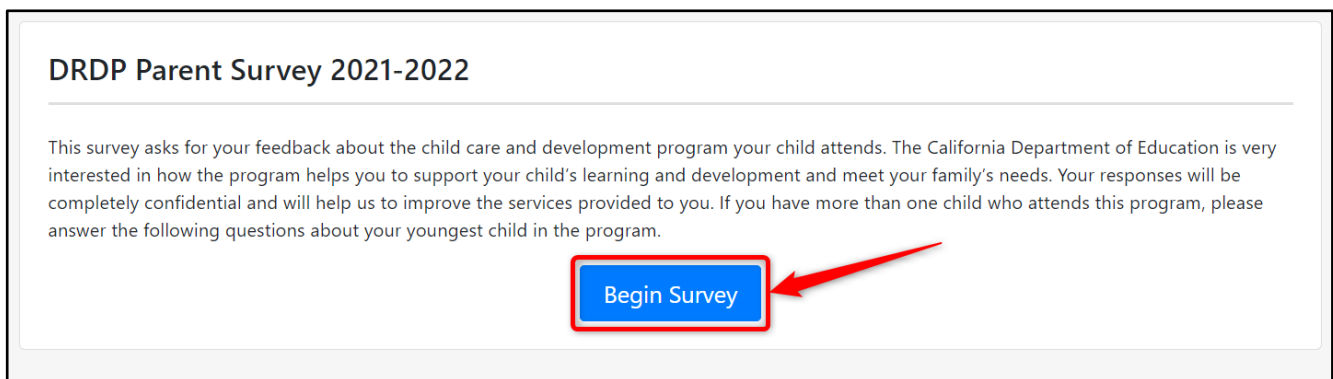


DRDP Parent Survey 2021-2022

This survey asks for your feedback about the child care and development program your child attends. The California Department of Education is very interested in how the program helps you to support your child's learning and development and meet your family's needs. Your responses will be completely confidential and will help us to improve the services provided to you. If you have more than one child who attends this program, please answer the following questions about your youngest child in the program.

Begin Survey

1 Click the blue "Begin Survey" button to start the survey.

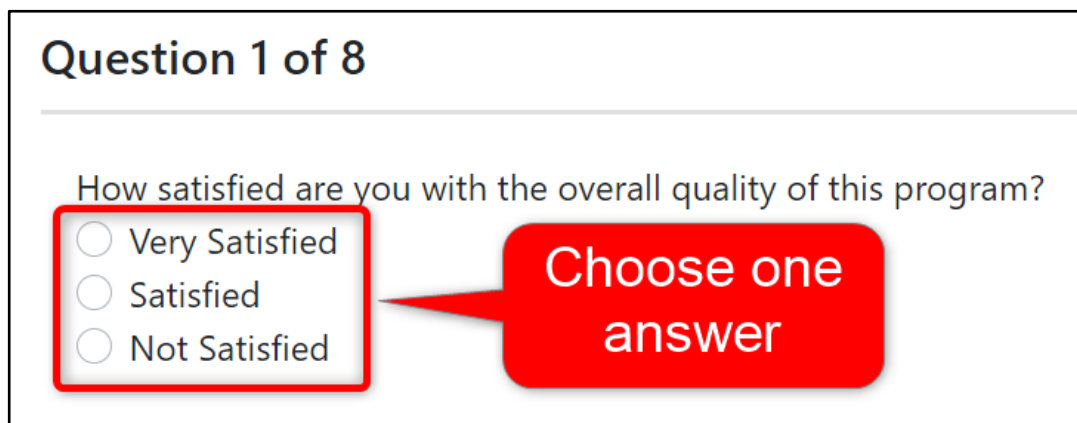


DRDP Parent Survey 2021-2022

This survey asks for your feedback about the child care and development program your child attends. The California Department of Education is very interested in how the program helps you to support your child's learning and development and meet your family's needs. Your responses will be completely confidential and will help us to improve the services provided to you. If you have more than one child who attends this program, please answer the following questions about your youngest child in the program.

Begin Survey

2 **Multiple Choice Questions:** If the question presents several answer options, choose the one answer that best describes your answer to the question.



Question 1 of 8

How satisfied are you with the overall quality of this program?

Very Satisfied  
 Satisfied  
 Not Satisfied

Choose one answer

Depending on the answer option you select, you may need to provide a further explanation of your answer. In the example below, the parent chose “Yes” which prompted a text box where the parent specified what information regarding their child’s care and development they wanted.

**Question 4 of 8**

---

Would you like more information about any topics related to your child's care and development?

Yes

Please specify topics:

Yes, their verbal skills

**Textbox Questions:** If the questions provides a textbox for you to enter a written answer, click into the textbox and type your answer.

**Question 7 of 8**

---

Is there anything else you would like to say about how this program meets your family's needs?

The PM snack is very helpful and appreciated

**Answer Explanations:** A blue box at the bottom of the question card is added to questions that your agency would like further explanation for. Click into the textbox and enter your answer to the direction or question listed in the blue box.

**Question 3 of 8**

---

What are any of your child's particular fears?

The dark, clowns, and big dogs.

Why do you believe your child is fearful of these things?

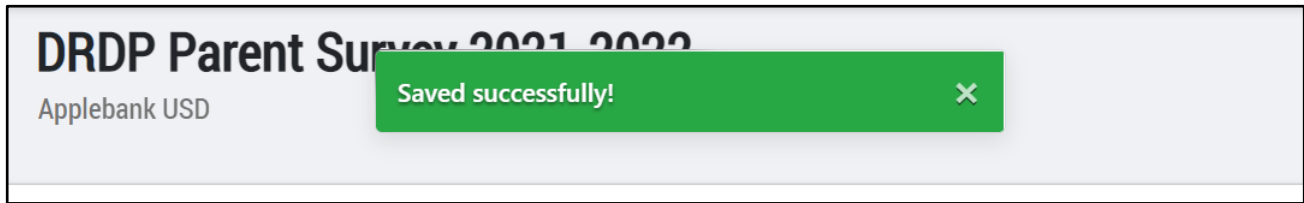
Not sure about the first two, but he was bitten by a big dog so he is still scared of them from that experience.

Previous Question    Navigate to Question ▾    Next Question

3

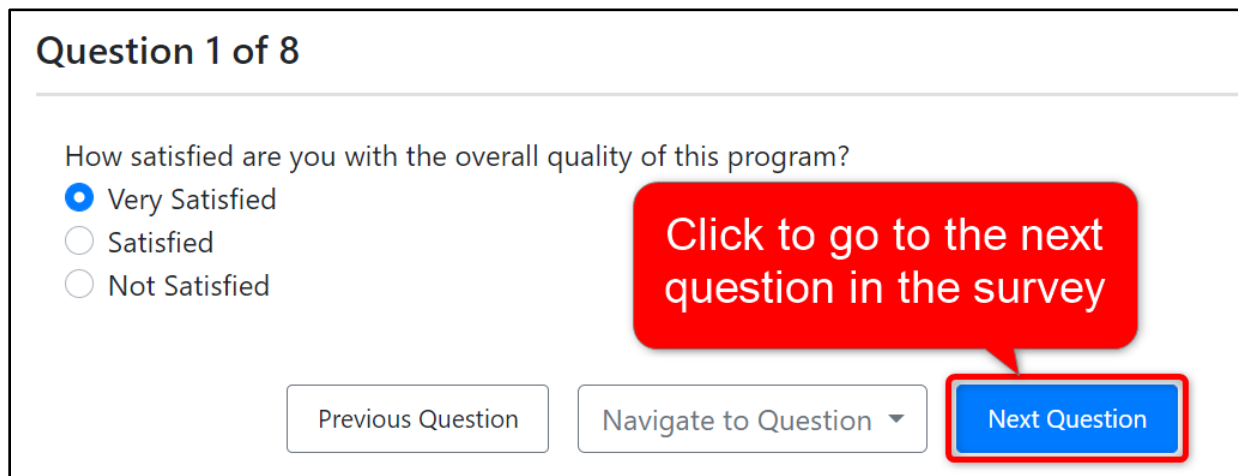
All answers you provide will be automatically saved as you enter them. You should see a green note appear at the top of your screen that reads “Saved successfully!” upon clicking an answer. If you do not see this note, please check your internet connection before proceeding.

This auto-save feature allows you to complete the survey at your own pace. If you need to stop at any point before completing the survey, all your progress will be saved for when you come back to the survey.

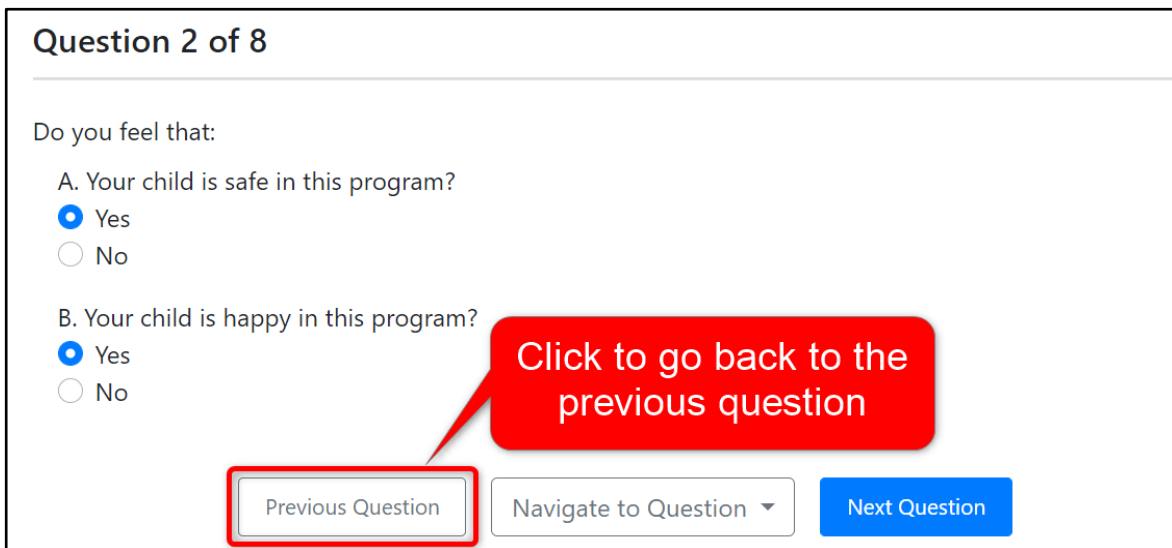


4

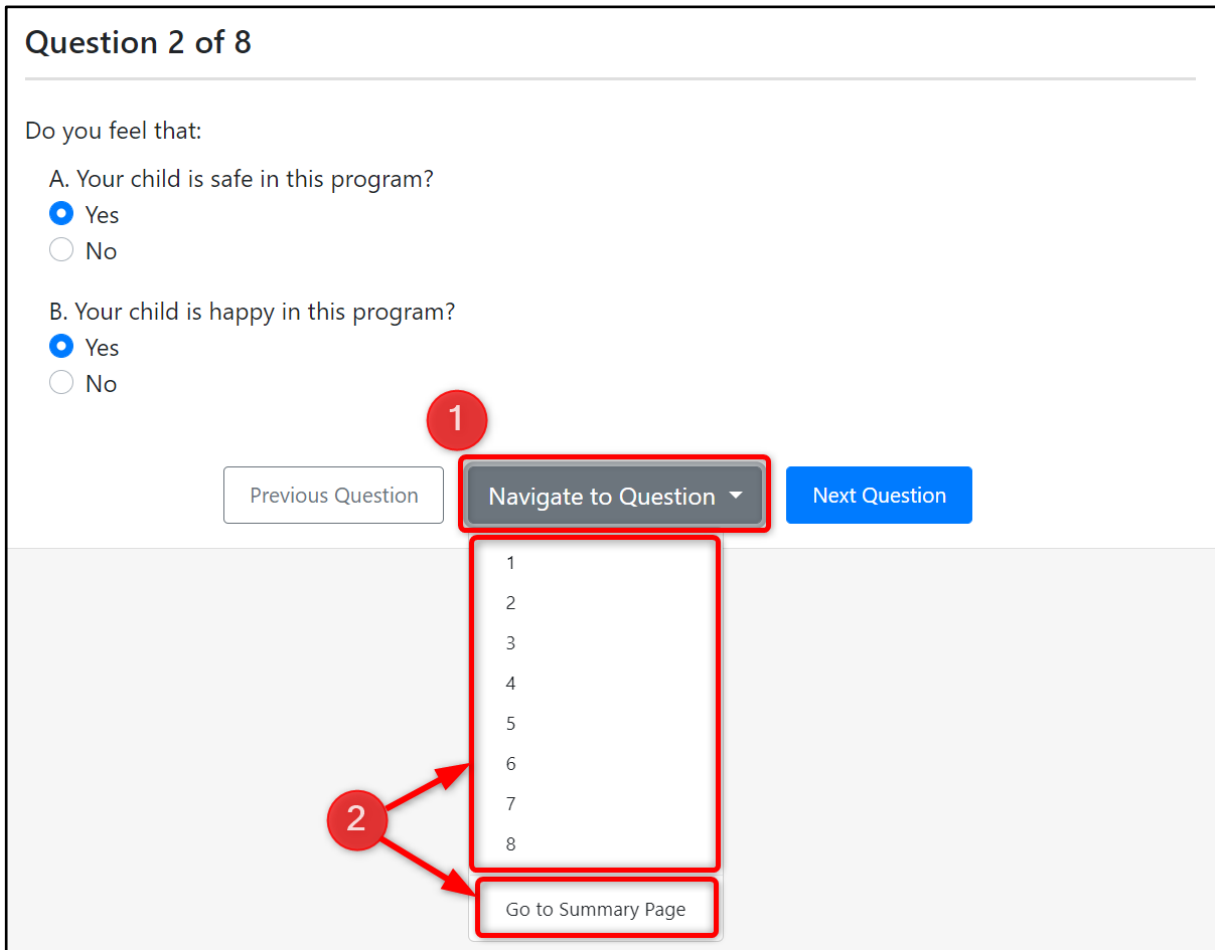
You can click the blue “Next Question” button to navigate to the next question in the survey. You can go back to any question at any point, so you can go to the next question before completing the one that you are on.



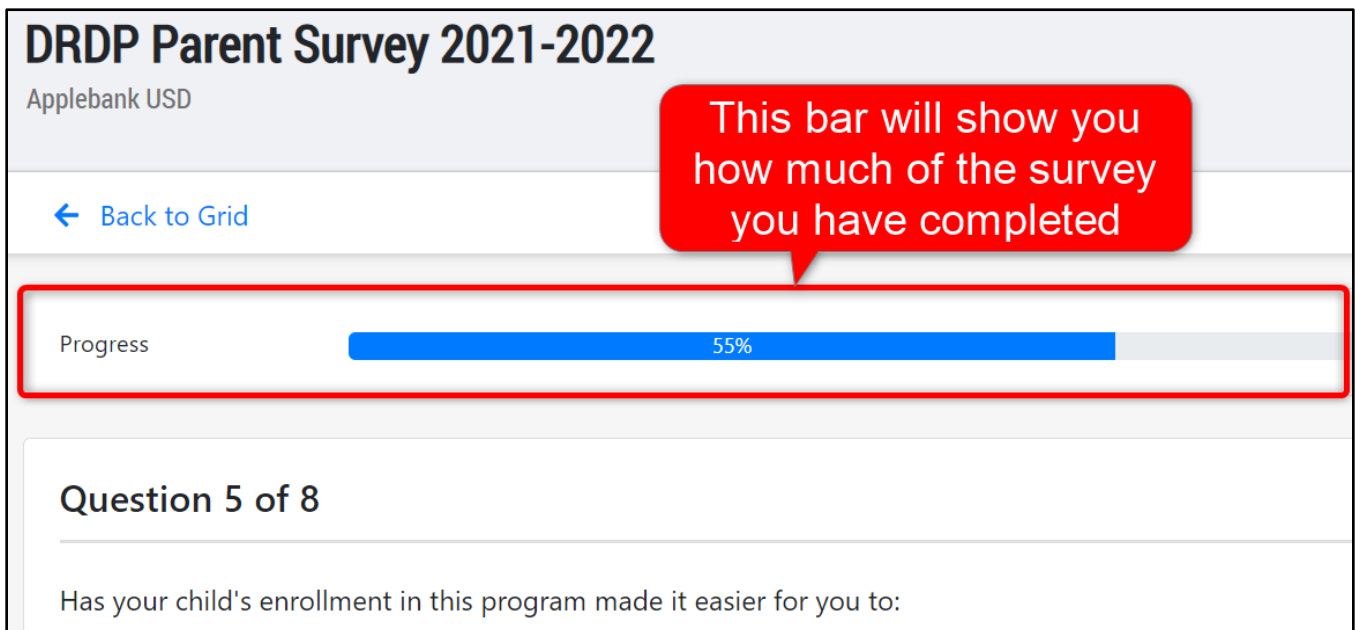
You can also click the “Previous Question” button to go back to the previous question in the question order.



To skip to any question in the survey, click on the “Navigate to Question” button and then choose which question you would like to go to. In this menu, you can also choose to go to the survey’s summary page which shows your answers.



5 The “Progress” bar will show you how much of the survey you have completed as you make your way through the survey.





6

Once you have completed the last question in the survey, click the blue “Go to Summary Page” button to view your answers and submit your survey responses.

Progress 97%

**Question 8 of 8**

Do you have any suggestions about how this program could be improved?

Incorporate more outside time

Click to view your responses

Previous Question    Navigate to Question ▾    **Go to Summary Page**



**Submit DRDP Parent Survey 2021-2022**  
Applebank USD

[← Back to Grid](#)

Progress 100%

Almost done! Please review your answers and click submit at the bottom when you are finished. You can use the buttons in the far right column to edit any answers or add any more information.

**Summary of Answers**

Question	Answer	Option Explanation	Edit
1. How satisfied are you with the overall quality of this program?	Very Satisfied		
2. Do you feel that:			
A. Your child is safe in this program?	Yes		
B. Your child is happy in this program?	Yes		
3. Have you received information from the program about the following?			
A. How children develop at different ages (e.g., walk, talk, etc.)	Yes		
B. How your child is growing and developing	Yes		
C. How your child is doing in the program	Yes		
D. Schedule of daily activities	Yes		

Please refer to the following section to learn more about the summary page.

# Submitting Your Parent Survey

1 On the “Submit Survey” page, you can review all your survey responses for each question. If you would like to modify any answers, click the pencil icon next to the question in the grid. You will be directed to that question where you can edit your answer.

Summary of Answers			
Question	Answer	Option Explanation	Edit
1. How satisfied are you with the overall quality of this program?	Very Satisfied		
2. Do you feel that:			
A. Your child is safe in this program?	Yes		
B. Your child is happy in this program?			
3. Have you received information from the program about the following?			
A. How children develop at different ages (e.g., walk, talk, etc.)			
B. How your child is growing and developing			
C. How your child is doing in the program	Yes		
D. Schedule of daily activities	Yes		
E. What you can do to help your child learn and develop	No		
F. Parenting skills	Yes		
G. How to find other services in the community (e.g., employment and training opportunities, parenting classes, health care)	No		
H. Where to report health or safety concerns and complaints	Yes		
I. Experience and training of program staff	Yes		
J. Discipline procedures	Yes		
K. How you can get involved with your child's program	Yes		
4. Would you like more information about any topics related to your child's care and development?	Yes	Yes, their verbal skills	

Click the pencil icon next to the question you wish to edit your answer for

Once you have edited your answer, you can click the “Navigate to Question” button and then select “Go to Summary Page” to go back to the Submit page where you can review your answers.

Question 1 of 8

How satisfied are you with the overall quality of this program?

Very Satisfied

Satisfied

Not Satisfied

Previous Question **1** Navigate to Question Next Question

1

2

3

4

5

6

7

8

**2** Go to Summary Page

### Summary of Answers

Question	Answer	Option Explanation
1. How satisfied are you with the overall quality of this program?	Satisfied	
2. Do you feel that:		
A. Your child is safe in this program?	Yes	
B. Your child is happy in this program?	Yes	

Revised answer will appear

2 A red warning that reads “Explanation is Required” will display on the grid next to a question that contains a mandatory part that you have not completed. You will not be able to submit your survey until you have provided an answer for all required parts and all red warnings are gone.

### Summary of Answers

Question	Answer	Option Explanation	Question Explanation	Edit
Does your child have any special habits (ex: thumb-sucking, nail-biting)?	Yes	Sleep-walking	Explanation is Required	

Notifies you that you are missing a required answer

Click the pencil icon for the question that has a warning note (“Explanation is Required”). You will be directed to that question where you can provide your answer.

### Summary of Answers

Question	Answer	Option Explanation	Question Explanation	Edit
Does your child have any special habits (ex: thumb-sucking, nail-biting)?	Yes	Sleep-	Explanation is Required	

Click the pencil icon to navigate to that question and provide an answer



Once you have edited your answer, you can click the “Navigate to Question” button and then select “Go to Summary Page” to go back to the Submit page where you can review your answers.

**Question 5 of 8**

Does your child have any special habits (ex: thumb-sucking, nail-biting)?

Yes

Please provide examples of special habits:

Sleep-walking

No

Please explain your answer in full:

He has gone sleep-walking several times and we have consulted medical professionals about it. They say this is something he should grow out of soon, but to make sure to provide assistance if he sleep walks again.

1  
2  
3  
4  
5  
6

2 Go to Summary Page

1 Previous Question **Navigate to Question** Next Question



### Summary of Answers

Question	Answer	Option	Explanation	Question Explanation	Edit
Does your child have any special habits (ex: thumb-sucking, nail-biting)?	Yes	Sleep-walking		He has gone sleep-walking several times and we have consulted medical professionals about it. They say this is something he should grow out of soon, but to make sure to provide assistance if he sleep walks again.	

3

Once you have reviewed your answers and you are satisfied with them, click the green “Submit Survey” button at the bottom of the page. In the confirmation modal that appears, click “Save.”

**Please note that you will *not* be able to edit your answers after submitting.**

you	
G. Meeting the individual needs of your child	Satisfied
H. Interaction between staff and children	Satisfied
I. Interaction with other parents	Satisfied
J. Parent involvement	Satisfied
K. Equipment and materials	Satisfied
L. Cultural activities	Very Satisfied
M. Daily activities	Satisfied
N. Environment	Satisfied
O. Nutrition	Very Satisfied
P. Health and safety policies and procedures	Very Satisfied
Q. How the program promotes your child's learning and development	Satisfied
7. Is there anything else you would like to say about how this program meets your family's needs?	The PM snack is very helpful and appreciated
8. Do you have any suggestions about how this program could be improved?	Incorporate more outside time

**Submit Survey**

Click to submit your survey responses

C. Number of adults working with Very Satisfied

### Submit DRDP Parent Survey 2021-2022

Are you sure you want to submit the DRDP Parent Survey 2021-2022? You will **not** be able to edit your answers after you submit the survey.

L. Interaction with other parents Satisfied

4

You will be directed to a page that displays a thank you note for completing the survey. If you would like a copy of your survey responses, click the “Download Summary” button.

**DRDP Parent Survey 2021-2022**  
Applebank USD

Thank you for filling out the DRDP Parent Survey 2021-2022!


[Download Summary](#) Click to download a copy of your survey responses

[Back to Grid](#)



**Survey Summary |**

**DRDP Parent Survey 2021-2022**



Applebank USD | Completed on: 8/4/2021

**Summary of Answers**

Question	Answer	Option Explanation
1. How satisfied are you with the overall quality of this program?	Satisfied	
2. Do you feel that:		
A. Your child is safe in this program?	Yes	
B. Your child is happy in this program?	Yes	
3. Have you received information from the program about the following?		
A. How children develop at different ages (e.g., walk, talk, etc.)	Yes	
B. How your child is growing and developing	Yes	
C. How your child is doing in the program	Yes	
D. Schedule of daily activities	Yes	
E. What you can do to help your child learn and develop	No	
F. Parenting skills	Yes	
G. How to find other services in the community (e.g., employment and training opportunities, parenting classes, health care)	No	
H. Where to report health or safety concerns and complaints	Yes	
I. Experience and training of program staff	Yes	
J. Discipline procedures	Yes	

When you are done, you can click the “Back to Grid” button to view other parent surveys you might have been sent.

**Please note that you will not see the survey after clicking “back” and you will *not* be able to download or see your answers once you leave this page.**

## DRDP Parent Survey 2021-2022

Applebank USD

Thank you for filling out the DRDP Parent Survey 2021-2022!

 Download Summary

[Back to Grid](#)