Survey email template: Use this email template to ask your families for feedback on topics to communicate, frequency of communications, and preferred channels. Be sure to include your survey link in the email. The purple text indicates areas you should fill in.

Dear {Center Name} community,

We're collectively feeling the impact of COVID-19, and I want to be sure I'm doing my best to support you during this challenging time.

Please help me by taking this quick 3-minute survey to share how you're feeling and what types of information and updates you want to hear from me about.

Your feedback will help me improve how we communicate information and give me ideas for how we can continue supporting you from a distance.

Please complete the survey by {month, day}.

Thank you for being a part of our community. We are in this together.

Wishing you health and safety,
{Provider Name}

Survey follow up email template: Use this email template once families have submitted their survey responses. This email outlines what you plan to do with their feedback and by when. The purple text indicates areas you should fill in.

Hi {Center Name} community,

Thank you for taking the time to complete the survey.

Many of you have shared that you want to hear more about {topic} and on a {frequency} basis.

Here's what we plan to do:

- *Note from brightwheel: Include what you plan to do with your learnings and when families can expect to see any updates or changes.*

Please let me know if there are any other ways I can support you.

Thank you,
{Provider Name}