

## APPENDICES M – S

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APPENDIX M:

FPRQ Email and Text Message Reminder of Interview

2/1/12

OMB Control Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Thank you for agreeing to participate in the research study to better understand the relationships between parents and those who care for/teach their children. This is a reminder that your interview is scheduled for [TIME] on [DATE] at [LOCATION]. If you have any questions or need to reschedule, please contact us at 1-202-553-2900 or 1-888-418-4585. Thanks!

OMB Control Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

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APPENDIX N:

FPRQ Cognitive Interviews – Website and Newspaper Advertisements

2/1/12

OMB Control Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

# ATTENTION CHILD CARE CENTER DIRECTORS!

Do you...

- Serve families with children between the ages of 0-5?
- Work as a director of a:
  - o Pre-school, or
  - o Child care center?

We want to hear about relationships between families and those that care for and/or teach their children. This information will help us improve survey questions for an important study.

You will be paid \$50 for participating in a 2-hour interview.

If interested, contact Child Trends, a nonprofit research center, toll free at 1-888-418-4585 or 202-553-2900 to see if you are eligible to participate.

# ATTENTION HEAD START CENTER DIRECTORS!

Do you...

- Serve families with children between the ages of 0-5?
- Work as a director of a:
  - Head Start, or
  - Early Head Start center?

We want to hear about relationships between families and those who care for and/or teach their children. This information will help us improve survey questions for an important study.

You will be paid \$50 for participating in a 2-hour interview.

If interested, contact Child Trends, a nonprofit research center, toll free at 1-888-418-4585 or 202-553-2900 to see if you are eligible to participate.

OMB Control Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

## ATTENTION HEAD START STAFF!

Do you...

- Serve children between the ages of 0-5?
- Work as a Head Start center as a:
  - a Family Service Worker;
  - a teacher
  - or teacher's aide or assistant?

We want to hear about teachers and Family Service Workers' relationships with the families they serve. This information will help us improve survey questions for an important study.

You will be paid \$50 for participating in a 2-hour interview.

If interested, contact Child Trends, a nonprofit research center, toll free at 1-888-418-4585 or 202-553-2900 to see if you are eligible to participate.



## **ATTENTION PRESCHOOL TEACHERS and CHILD CARE PROVIDERS!**

Do you...

- Serve children between the ages of 0-5?
- Work at a:
  - Pre-school,
  - (Early) Head Start,
  - Child care center, or
  - Home-based day care center?

We want to hear about relationships between families and those who care for and/or teach their children. This information will help us improve survey questions for an important study.

You will be paid \$50 for participating in a 2-hour interview.

If interested, contact Child Trends, a nonprofit research center, toll free at 1-888-418-4585 or 202-553-2900 to see if you are eligible to participate.

OMB Control Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

## **ATTENTION HOME-BASED CHILD CARE PROVIDERS!**

Do you...

- Serve children between the ages of 0-5?
- Provide care for children out of your home or at someone else's home?

We want to hear about relationships between child care providers and the families they serve. This information will help us improve survey questions for an important study.

You will be paid \$50 for participating in a 2-hour interview.

If interested, contact Child Trends, a nonprofit research center, toll free at 1-888-418-4585 or 202-553-2900 to see if you are eligible to participate.

## ATTENTION PARENTS!

Do you...

- Have a child between 0-5 years of age?
- Is your child attending a:
  - Pre-school,
  - (Early) Head Start,
  - Child care center,
  - Home-based day care center, or
  - Family child care?

We want to hear about relationships between parents and their children's child care providers and/or teachers. This information will help us improve survey questions for an important study.

You will be paid \$50 for participating in a 2-hour interview.

If interested, contact Child Trends, a nonprofit research center, toll free at 1-888-418-4585 or 202-553-2900 to see if you are eligible to participate.

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APPENDIX O:

FPRQ Cognitive Interviews – Study Fliers

2/1/12

**Do you...** *Attention Child Care Center Directors!*

- ✓ **Serve families with children between the ages of 0-5?**
- ✓ **Work as a director of a:**
  - o Pre-school, or
  - o Child care center?

**We want to hear about relationships between families and those who care for or teach their children. This information will help us improve survey questions for an important study.**

**You will be paid \$50 for participating in a 2-hour interview.**

**Contact Child Trends, a nonprofit research center, at 1-888-418-4585 or 202-553-2900 to see if you are eligible to participate.**

Group Discussions:  
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or 202-553-2900

## Do you...

Attention Head Start Center Directors!

- ✓ **Serve families with children between the ages of 0-5?**
- ✓ **Work as a director of a:**
  - o Head Start, or
  - o Early Head Start?

**We want to hear about relationships between families and those who care for or teach their children. This information will help us improve survey questions for an important study.**

**You will be paid \$50 for participating in a 2-hour interview.**

**Contact Child Trends, a nonprofit research center, at 1-888-418-4585 or 202-553-2900 to see if you are eligible to participate.**

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1-888-418-4585  
or 202-553-2900

Attention Head Start Staff!  
Attention Head Start Staff!

## Are you...

- ✓ **Do you serve children between the ages of 0-5?**
- ✓ **Work at a Head Start center as a:**
  - o **Family Service Worker,**
  - o **A teacher, or**
  - o **Teacher's aide or assistant?**

**We want to hear about teachers and Family Service Workers' relationships with the families they serve. This information will help us improve survey questions for an important study.**

**You will be paid \$50 for participating in a 2-hour interview.**

**Contact Child Trends, a nonprofit research center, at 1-888-418-4585 or 202-553-2900 to see if you are eligible to participate.**

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or 202-553-2900



## Do you...

**Attention Teachers and Early Child Care Providers!**

- ✓ **Serve children between the ages of 0-5?**
- ✓ **Work at a:**
  - o Pre-school,
  - o (Early) Head Start,
  - o Child care center,
  - o Home-based day care center, or
  - o Family child care?

**We want to hear about relationships between teachers and child care providers and the families they serve. This information will help us improve survey questions for an important study.**

**You will be paid \$50 for participating in a 2-hour interview.**

**Contact Child Trends, a nonprofit research center, at 1-888-418-4585 or 202-553-2900 to see if you are eligible to participate.**

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or 202-553-2900

**Attention Family Child Care Providers!**

## **Do you...**

- ✓ **Provide care for children out of your home or at someone else's home?**
- ✓ **Serve children between the ages of 0-5?**

**We want to hear about relationships between child care providers and the families they serve. This information will help us improve survey questions for an important study.**

**You will be paid \$50 for participating in a 2-hour interview.**

**Contact Child Trends, a nonprofit research center, at 1-888-418-4585 or 202-553-2900 to see if you are eligible to participate.**

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**Attention Parents!**

## **Do you...**

- ✓ Have a child between 0-5 years of age?**
- ✓ Is your child attending a:**
  - o Pre-school,**
  - o (Early) Head Start,**
  - o Child care center,**
  - o Home-based day care center, or**
  - o Family child care?**

**We want to about relationships between parents and their children's care providers and/or teachers. This information will help us improve survey questions for an important study.**

**You will be paid \$50 for participating in a 2-hour interview.**

**Contact Child Trends, a nonprofit research center,  
at 1-888-418-4585 or 202-553-2900 to see if you are eligible to  
participate.**

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OMB Control Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

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Expiration Date: \_\_\_\_\_

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APPENDIX P:

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*FPRQ Cognitive Interviews – Script for Program Recruitment*

*2/1/12*

OMB Control Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Hi my name is \_\_\_\_\_. I am a [NAME POSITION] at Child Trends, a nonprofit, nonpartisan research center that studies children at all stages of development. (Our mission is to improve outcomes for children by providing research, data, and analysis to the people and institutions whose decisions and actions affect children.)

Child Trends is conducting a research study on the relationships between parents and those who care for or teach their children, as well as Family Service Workers in Head Start programs. We are in the process of developing a survey about what is important in these relationships, and we will be conducting interviews with parents, providers, teachers, and staff who work with families to help us improve the questions that have been written. We are currently recruiting parents of children ages 5 and younger as well as individuals who provide care for or teach young children [**IF HEAD START:** and those who work directly with families].

We are asking for your help in recruiting participants for our study. We would need your permission to hang fliers at your study site [**IF LOCAL PROGRAM:** and visit your program to describe the study to your teachers/assistants and parents at a convenient time for you]. We would also appreciate your help spreading the word to teachers/assistants and parents.

Is this something you would be interested in helping us with?

[INTERVIEWER: Answer any questions R may have and indicate whether program can help in any or all of the above ways.]

**IF YES:** Great!

**IF LOCAL PROGRAM:** When would be a good time to visit your program and/or to drop off some flyers?

Time/date \_\_\_\_\_

**IF NON-LOCAL PROGRAM:** We'd like to send you the fliers. Can we get your mailing address?

Mailing Address \_\_\_\_\_

**IF NO:** Thank you for your time.

OMB Control Number: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_

OMB Control Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

APPENDIX Q:

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*FPRQ Cognitive Interviews – Individual Sign-Up Sheet*

2/1/12



OMB Control Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

## Individual Sign-Up Sheet

*Sign up here to get more information about a study on relationships between families and their child care providers.*

**Name:** \_\_\_\_\_

**Home Phone Number:** \_\_\_\_\_

**Cell Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Best Time to Reach You:** \_\_\_\_\_

**Please hand your completed sign-up sheet to \_\_\_\_\_.**

OMB Control Number: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_

APPENDIX R:

FPRQ Cognitive Interviews - Thank you letter for telephone interviews

2/1/12

OMB Control Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_



4301 Connecticut Avenue, NW, Suite 350  
Washington, DC 20008  
Phone (202) 572-6000  
Fax (202) 362-8420  
[www.childtrends.org](http://www.childtrends.org)  
[www.childtrendsdatabank.org](http://www.childtrendsdatabank.org)

[DATE]

Dear \_\_\_\_\_,

Thank you for agreeing to participate in this important research study to better understand the relationships between parents and those who care for, or teach, their children. This study is being conducted by Child Trends, a nonprofit research organization in Washington, DC, on behalf of the Office of Planning, Research and Evaluation of the U.S. Department of Health and Human Services. We are in the process of developing a survey about what is important in relationships between parents and early child care and education providers, and teachers; we will be conducting a series of interviews with parents, child care providers, early childhood teachers, and Family Service Workers to help us improve the questions we are working on.

Enclosed is a packet containing a copy of the questionnaire and other material that we will go over during the interview. We ask that you **do not** review the material before your interview since it is important that we get your feedback to the material as you first read them. During the phone interview, we will ask you to complete the interview one section at a time. At the end of each section or question, we will ask you to describe how you arrived at your answers, what the questions meant to you, and how clear the instructions were to you. Your responses will help us design better questions.

Also, enclosed with this letter is a copy of the consent form describing the study, your rights as a study participant and other important information. We ask that **you read** the consent form before the interview. We will also review this form before we begin the interview, and you will have an opportunity to ask any questions before we begin.

We look forward to your interview on [DATE] at [TIME]. Our records show that you gave the following phone number, (XXX-XXX-XXXX) as the number to reach you for the interview. If this changes, please contact us at the number below.

The day before your interview you will also receive a reminder call from Child Trends. If you have any questions, feel free to call 1-202-553-2900 or the study toll free number 1-888-418-4585. Thank you for your participation.

Sincerely,

A handwritten signature in black ink that reads "Lina Guzman".

Lina Guzman, PhD

Principal Investigator

OMB Control Number: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_

APPENDIX S:

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FPRQ Cognitive Interviews - Thank you letter for in-person interviews

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2/1/12

OMB Control Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_



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Washington, DC 20008  
Phone (202) 572-6000  
Fax (202) 362-8420  
[www.childtrends.org](http://www.childtrends.org)  
[www.childtrendsdatabank.org](http://www.childtrendsdatabank.org)

[DATE]

Dear \_\_\_\_\_,

Thank you for agreeing to participate in this important research study to better understand the relationships between parents and those who care for, or teach, their children. This study is being conducted by Child Trends, a nonprofit research organization in Washington, DC, on behalf of the Office of Planning, Research and Evaluation of the U.S. Department of Health and Human Services.

We are in the process of developing a survey about what is important in relationships between parents and early care and education providers, and teachers. We will be conducting interviews with parents, child care providers, early childhood teachers, and Family Service Workers to help us improve the questions we are working on.

We look forward to meeting you on [DATE] at [TIME] at [LOCATION]. [If email: Please click on the link below to access the Google map.] [If via regular mail: We have enclosed a map, as well as, bus/driving directions to the location of the interview.]

Enclosed with this letter is a copy of the consent form describing the study, your rights as a study participant, and other important information. We ask that you read the consent form before the interview. We will also review this form before we begin the interview, and you will have an opportunity to ask any questions before we begin.

The day before your interview you will also receive a reminder call from Child Trends. If you have any questions, feel free to call 1-202-553-2900 or the study toll free number 1-888-418-4585. Thank you for your participation.

Sincerely,

A handwritten signature in black ink that reads "Lina Guzman".

Lina Guzman, PhD

Principal Investigator