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LETTER TO:

FROM:

DATE:

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Q-DOT-96

January x, 2013

Dear [CENTER DIRECTOR]:

The U.S. Department of Health and Human Services, Administration for Children and Families (ACF) has contracted with Mathematica Policy Research to conduct a pilot study investigating the associations among Quality Rating Improvement System (QRIS) ratings, quality-related features, and measures of observed quality for early care and education settings. This study will include classroom observations and self-administered paper surveys for center directors and teachers. I am writing to ask for your help with this important study. We are currently looking for child care programs willing to participate in the study by allowing study team members to observe at least one of your preschool classrooms (classes with children ages 3–5), and completing brief paper surveys.

It is important to note that the purpose of the study is to examine the topics mentioned above—not to evaluate your center or your staff. None of the results from the observations will be associated with your program, center, or a teacher’s classroom. No names or any identifying information will be released, and we will not collect any individual- level data. All information collected by the study is private to the extent permitted by law and will be carefully guarded to the full extent allowed by law. The results from the pilot study will be examined internally to identify the best data collection method for classroom observations.

During the observation, a member of the study team will use the Classroom Assessment Scoring System (CLASS) to conduct the observations. Observations will be conducted over two to three consecutive days, with each observation lasting no more than four hours. As a token of our appreciation, Mathematica will send a **\$100.00 check to participating centers and a classroom gift valued at \$20 to each teacher who completes a teacher questionnaire.**

Please see the enclosed Frequently Asked Questions for additional details. If you are interested in participating, please contact [RECRUITER] at [RECRUITER’S PHONE NUMBER]. Additionally, one of our study team members will contact you within a few days to discuss your potential participation and answer any questions you may have. You may also contact me at (202) 250-3599 or [cmeagher@mathematica-mpr.com](mailto:cmeagher@mathematica-mpr.com). We greatly appreciate your time and consideration and look forward to discussing your participation in this important study.

Sincerely,