

APPENDIX H
ADVANCE MATERIALS

APPENDIX H-1

CHILD ASSESSMENT REMINDER NOTICE



OMB Number: 0970-0151
Expiration Date: XX/XX/XXXX

REMINDER

The **FACES** team will be visiting your child's Head Start center soon to conduct activities with your child. If you haven't already done so, please sign your permission form and return it to your child's teacher right away. If you do not have a permission form, please notify your child's teacher. Thank you for participating in this important study!



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APPENDIX H-2

PARENT SURVEY EMAIL INVITATION (WEB-FIRST GROUP)

EMAIL INVITATION

Annalee Kelly
FACES Survey Director

P.O. Box 2393
Princeton, NJ 08543-2393
Telephone (609) 799-3535
Fax (609) 799-0005
www.mathematica-mpr.com

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Paperwork Reduction Act Statement: The referenced collection of information is voluntary. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this collection is 0970-0151 and it expires XX/XX/XXXX. The time required to complete this collection of information is estimated to average 20 minutes, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the collection of information. If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: Mathematica Policy Research, 1100 1st Street, NE, 12th Floor, Washington, DC 20002, Attention: Jerry West.

FACES: IMPORTANT PARENT SURVEY

Dear [First name] [Last name],

Thank you for taking part in the Head Start Family and Child Experiences Survey 2014–2018 (FACES). This study aims to help Head Start improve its services to children and families with young children. It is funded by the Administration for Children and Families, U.S. Department of Health and Human Services. Mathematica Policy Research, an independent research firm, is conducting the study.

As part of this study, we invite you to complete a survey online about you and your child. If you do not have internet access, you can complete the survey at your child's Head Start center during the week the FACES data collection team is present. The survey is available in English and in Spanish. Please call 1-800-xxx-xxxx toll free, if you need to take the survey in a language other than English or Spanish. **The survey will take about 20 minutes to complete. After you complete the survey online, as a thank you, we will send you a \$20 gift card. If you complete the survey within three weeks of being asked to do so, you will receive an additional \$5, for a total of \$25.**

To take the survey online, click the link below. Use the log-in ID and password shown:

<http://parent.faces-2014.org>

Log-in ID: [Log-in]

Password: [Password]

Please complete the survey as soon as you can. Here are some points to keep in mind:

- Your answers will be kept private to the extent permitted by law. We will only report results for groups. We will never report details that identify you, your child, or your child's Head Start program.
- Taking part in FACES is up to you. There is no penalty if you withdraw. There are no risks from taking part in the study. However, you may be asked sensitive questions. You may choose not to answer those questions, though.
- This study will not affect the Head Start services you and your child receive. No one from Head Start will see your answers.

If you have questions about FACES, please call [XXXXXX] at 1-800-xxx-xxxx. This call is free. To learn more about FACES, visit the FACES website at <http://www.acf.hhs.gov/programs/opre/hs/faces>.

Thanks again for taking part in FACES.

Sincerely,

Annalee Kelly

APPENDIX H-3

PARENT SURVEY HARD COPY INVITATION (WEB-FIRST GROUP)



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FACES Survey Director

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Fax (609) 799-0005
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[DATE]

[PARENT NAME]
[PARENT ADDRESS]

Dear [PARENT]:

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Thanks again for taking part in FACES.

Sincerely,
Annalee Kelly

An Affirmative Action/Equal Opportunity Employer

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APPENDIX H-4

PARENT SURVEY EMAIL INVITATION (CHOICE GROUP)

EMAIL INVITATION

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Log-in ID: [Log-in]

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Thanks again for taking part in FACES.

Sincerely,

Annalee Kelly

APPENDIX H-5

PARENT SURVEY HARD COPY INVITATION (CHOICE GROUP)



Annalee Kelly
FACES Survey Director

MATHEMATICA Policy Research

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Fax (609) 799-0005
www.mathematica-mpr.com

[DATE]

[PARENT NAME]
[PARENT ADDRESS]

Dear [PARENT]:

Thank you for taking part in the Head Start Family and Child Experiences Survey 2014–2018 (FACES). This study aims to help Head Start improve its services to children and families with young children. It is funded by the Administration for Children and Families, U.S. Department of Health and Human Services. Mathematica Policy Research, an independent research firm, is conducting the study.

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Thanks again for taking part in FACES.

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APPENDIX H-6

PARENT SURVEY EMAIL REMINDER (WEB-FIRST GROUP)

EMAIL REMINDER

Annalee Kelly
FACES Survey Director

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Sincerely,

Annalee Kelly

APPENDIX H-7

PARENT SURVEY HARD COPY REMINDER (WEB-FIRST GROUP)



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FACES Survey Director

**MATHEMATICA
Policy Research**

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[DATE]

[PARENT NAME]
[PARENT ADDRESS]

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Thanks again for taking part in FACES.

Sincerely,
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APPENDIX H-8

PARENT SURVEY EMAIL REMINDER (CHOICE GROUP)

EMAIL REMINDER

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Sincerely,

Annalee Kelly

APPENDIX H-9

PARENT SURVEY HARD COPY REMINDER (CHOICE GROUP)



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[DATE]

[PARENT NAME]
[PARENT ADDRESS]

Dear [PARENT]:

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Sincerely,

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APPENDIX H-10

TEACHER LETTER CHILD LEVEL



Annalee Kelly
FACES Survey Director

MATHEMATICA Policy Research

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Princeton, NJ 08543-2393
Telephone (609) 799-3535
Fax (609) 799-0005
www.mathematica-mpr.com

FACES-
DATE

Dear [TEACHER]:

Welcome to the Head Start Family and Child Experiences Survey 2014–2018 (FACES). [ENTER PROGRAM NAME] has been selected to take part in this important study. Mathematica Policy Research, an independent research company, is conducting FACES. The Administration for Children and Families, part of the U.S. Department of Health and Human Services, funds the study. The survey will focus on children’s growth, family involvement, and program quality. The study aims to identify strategies for improving Head Start.

This fall, we will ask about 2,400 3- and 4-year-old children and their families as well as 240 teachers from 60 Head Start programs to take part in FACES. Over the life of the study, the sample will include children, parents, and staff from 180 programs nationwide. We are excited about the study and hope you will be too. As one of only a few hundred teachers taking part, your help is vital to the study’s success.

Your program director has selected [OSC NAME] to work with us. [OSC NAME] will ensure that we can gain consent from parents and schedule the data collection. We appreciate any help with obtaining consents from parents that you can offer [OSC NAME] or our team.

In fall 2014 and spring 2015, our staff will spend about one week in your center. Staff will give a 45-minute assessment to children whose parents have agreed to take part. We will also ask these children’s parents to take a short survey. To enhance this information, we need you to complete a short form, the Teacher Child Report (TCR), for each FACES child in your class. The form asks about the social skills, problem behaviors, and approaches to learning that you have seen these children use.

Each report should only take about 10 minutes to complete. We think you will enjoy completing these forms on the web. If you do not have Internet access or prefer to complete these forms on paper, you may complete paper copies. Please return them in the envelope provided. As a thank you, we will send you a \$10 gift card for each TCR you complete.

In spring 2015, we will also ask you, your program director, and your center director to complete a short survey. Your survey will ask about children’s classroom activities, the materials used in the classroom, the use of different languages in the classroom, and the ways that you involve and interact with children’s parents. It will also ask about your feelings, education and training, and any professional development you may have taken part in over the past year. FACES staff will also observe your classroom for about four hours. We will work with [OSC NAME] to schedule the observation. You should not make special preparations for this visit. Your classroom will receive a token of appreciation for taking part.

LETTER TO: FACES Teacher
FROM: Annalee Kelly
DATE:
PAGE: 2

You do not have to take part in this study. If at any point you decide not to continue in the study, that is okay.

We have enclosed a list of frequently asked questions. It includes more details on the study and some helpful tips for completing the TCRs online. When you visit the website, you should use the log-in ID and password below. These are secure and will not be shared with anyone. All information you provide will be kept private to the extent permitted by law. Only selected members of the study team will see your responses. Using the log-in ID and password ensures that they will be protected.

Mathematica staff will be happy to answer any questions about FACES and to assist you in any way you need. You can contact a FACES liaison toll-free at 1-888-XXX-XXXX or email us at XXXXX@mathematica-mpr.com. To learn more about FACES, visit the FACES website at <http://www.acf.hhs.gov/programs/opre/hs/faces>. Thank you in advance for your help with this important research.

Sincerely,

Annalee Kelly

We encourage you to complete the TCRs online at:

<http://teacher.faces-2014.org>

LOG-IN ID: XXXXXX

PASSWORD: XXXXXX

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