

APPENDIX J
SPRING 2015 ADVANCE MATERIALS

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APPENDIX J-1

TEACHER SURVEY AND TEACHER CHILD REPORT INVITATION

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Annalee Kelly
FACES Survey Director

MATHEMATICA Policy Research

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

FACES-

DATE

Dear [TEACHER]:

Thank you for taking part in the Head Start Family and Child Experiences Survey 2014–2018 (FACES). This past fall [ENTER PROGRAM NAME] was selected to participate in this important study. As one of only a few hundred teachers taking part, your help is vital to the study’s success.

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.

[OSC NAME] will be working with us again this spring to coordinate the logistics of our data collection visit. This spring, our staff will spend about one week in your center. Just as in the fall, our staff will give a 45-minute assessment to children whose parents agreed to take part. We will also ask these children’s parents to take a short survey.

We also will ask 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. 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 addition to completing the TCRs, we will also ask you to complete a short survey. It should take about 35 minutes to complete. The 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.

[IF TEACHER HAS MORE THAN ONE CLASS SELECTED FOR FACES] Because you have more than one classroom participating in FACES, you will find separate log-in IDs and passwords below for each class. When you log into the FACES teacher website for the first classroom listed below, you will be asked to complete this survey and the TCRs for children in the first classroom. Please complete this classroom first. You will only complete the survey once.

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LETTER TO: [TEACHER]
FROM: Annalee Kelly
DATE:
PAGE: 2

Then you will log into the website using the second ID and password to complete just the TCRs for the second classrooms.

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 any special preparations for this visit. Your classroom will receive a token of appreciation for taking part.

We have enclosed a list of frequently asked questions and some helpful tips for completing your teacher survey and 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. No one from your Head Start program will see or hear your individual responses, and your name will never be associated with or identified in study reports. Using the log-in ID and password ensures that your responses will be protected.

We encourage you to complete the survey online at:

SURVEY URL
LOG-IN ID: XXXXXX
PASSWORD: XXXXXX

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. Mathematica staff will be happy to answer any questions about FACES and to assist you in any way you need. You can contact us toll-free at 855-714-8193 or email us at FACES2014@mathematica-mpr.com. If you have questions about your rights as a research volunteer, please call the New England Institutional Review Board toll free at 1-800-233-9570. 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

APPENDIX J-2

TEACHER SURVEY AND PILOT SURVEY INVITATION

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FACES-

DATE

Dear [TEACHER]:

Welcome to the Head Start Family and Child Experiences Survey 2014-2018, known as FACES. As you may know, your Head Start program is taking part in the FACES study this year. We are excited about your program's participation in the study and hope you are too. We have selected you to participate in one part of the study, a teacher survey, this spring. As one of only a few hundred teachers taking part, your help is vital to the study's success.

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 spring, we will ask you to complete a short survey. It should take about 30 minutes to complete. The 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. Additionally, we would like your help to understand your center's climate, professional development, teaching, family engagement, and program leadership. Therefore, there is a second survey, taking about 20 minutes. You would receive \$20 when you complete the survey.

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 any special preparations for this visit. Your classroom will receive a token of appreciation for taking part.

We have enclosed a list of frequently asked questions. It includes more details on the study and some helpful tips for completing the survey online. When you visit the survey 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. No one from your Head Start program will see or hear your individual responses, and your name will never be associated with or identified in study reports. Using the log-in ID and password ensures that your responses will be protected.

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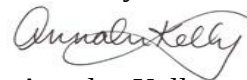
LETTER TO: [TEACHER]
FROM: Annalee Kelly
DATE:
PAGE: 2

We encourage you to complete the survey online at:

SURVEY URL
LOG-IN ID: XXXXXX
PASSWORD: XXXXXX

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. Mathematica staff will be happy to answer any questions about FACES and to assist you in any way you need. You can contact us toll-free at 855-714-8193 or email us at FACES2014@mathematica-mpr.com. If you have questions about your rights as a research volunteer, please call the New England Institutional Review Board toll free at 1-800-233-9570. 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

APPENDIX J-3
PROGRAM DIRECTOR SURVEY INVITATION

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Annalee Kelly
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FACES-

DATE

Dear [PROGRAM DIRECTOR]:

Thank you for taking part in the Head Start Family and Child Experiences Survey 2014–2018 (FACES). We are excited about the study and hope you are too. 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 focuses on children’s growth, family involvement, and program quality. The study aims to identify strategies for improving Head Start.

This spring, we would like you to complete a short 30-minute web survey. Your survey will ask about staffing and staff education and training; curriculum and assessment; program management; and data, information, and resources available to your program. It will also ask about your education and training and professional development you may have taken part in over the past year. We are also asking the teachers and center directors at the centers selected for FACES to complete a short survey.

We have enclosed some helpful tips for completing your survey 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. No one from your Head Start program will see your individual responses, and your name will never be associated with or identified in study reports. Using the log-in ID and password ensures that your responses will be protected.

<p>We encourage you to complete the survey online at:</p> <p>http://xxx.faces-2014.org</p> <p>LOG-IN ID: XXXXXX PASSWORD: XXXXXX</p>
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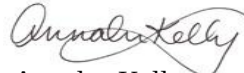
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LETTER TO: [PROGRAM DIRECTOR]
FROM: Annalee Kelly
DATE:
PAGE: 2

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. Mathematica staff will be happy to answer any questions about FACES and to assist you in any way you need. You can contact [LIAISON] at [xxx-xxx-xxxx or LIAISON EMAIL]. If you have questions about your rights as a research volunteer, please call the New England Institutional Review Board toll free at 1-800-233-9570. 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,

A handwritten signature in cursive script that reads "Annalee Kelly". The signature is written in black ink and is positioned above the printed name.

Annalee Kelly

APPENDIX J-4
CENTER DIRECTOR SURVEY INVITATION

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FACES-

DATE

Dear [CENTER DIRECTOR]:

Thank you for taking part in the Head Start Family and Child Experiences Survey 2014–2018 (FACES). We are excited about the study and hope you are too. 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 focuses on children’s growth, family involvement, and program quality. The study aims to identify strategies for improving Head Start. Your help is vital to the study’s success.

This spring, we would like you to complete a short 25-minute web survey. Your survey will ask about staffing and staff education and training; parent involvement; curriculum and assessment; program management; and data and information available to you. It will also ask about your education and training, and professional development you may have taken part in over the past year. We are also asking your program director and the teachers at the centers selected for FACES to complete a short survey.

We have enclosed some helpful tips for completing your survey 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. No one from your Head Start program will see your individual responses, and your name will never be associated with or identified in study reports. Using the log-in ID and password ensures that your responses will be protected.

We encourage you to complete the survey online at:

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

LOG-IN ID: XXXXXX
PASSWORD: XXXXXX

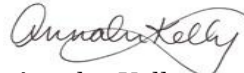
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LETTER TO: [CENTER DIRECTOR]
FROM: Annalee Kelly
DATE:
PAGE: 2

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. Mathematica staff will be happy to answer any questions about FACES and to assist you in any way you need. You can contact us toll-free at 855-714-8193 or email us at FACES2014@mathematica-mpr.com. If you have questions about your rights as a research volunteer, please call the New England Institutional Review Board toll free at 1-800-233-9570. 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,

A handwritten signature in cursive script that reads "Annalee Kelly". The signature is written in black ink and is positioned above the printed name.

Annalee Kelly

APPENDIX J-5

**PARENT QUALITATIVE INTERVIEW (FAMILY ENGAGEMENT) PLUS STUDY ADVANCE
LETTER AND CONSENT FORM**

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FACES FAMILY ENGAGEMENT STUDY
PARENT INTERVIEW CONSENT FORM

Thank you again for taking part in the Head Start Family and Child Experiences Survey 2014–2018 (FACES). In addition to the parent survey you may have recently completed, we are inviting you to participate in a new component of the study this spring called the “Family Engagement Study.” This component will help us better understand the experiences and engagement of families in Head Start. FACES and the Family Engagement Study will help Head Start serve all children and their families. The Administration for Children and Families, part of the U.S. Department of Health and Human Services, is funding FACES. Mathematica Policy Research, an independent firm, is conducting the study.

If you agree to participate in the Family Engagement Study...

We will ask you to take part in a new one-on-one interview conducted by phone by a member of the Mathematica study team this spring. We will ask you about the ways you are involved in your child’s learning, your experiences with the program and staff, and how Head Start has helped your child and family. The interview will last approximately one hour. The Family Engagement Study parent interview is different from the survey that you already completed by phone or on the web. It will focus on different topics.

We will offer tokens of appreciation for your help. You will receive an additional gift card valued at \$25 for completing this interview.

You can choose whether you participate in the Family Engagement Study Parent Interview. Your participation is completely voluntary. All information collected will be kept private to the extent permitted by law. Refusal to participate in the interview will not affect the Head Start services you and your child receive. If at any point you no longer would like to participate, that is okay. No one from Head Start will see or hear your answers, and your name will never be associated with or identified in study reports. We will only report the results for parents as a group.

If you have questions about FACES or the Family Engagement Study, please call us toll free at 844-807-6007. A staff member will be happy to talk with you. If you have questions about your rights as a research volunteer, please call the New England Institutional Review Board toll free at 1-800-233-9570. You can find out more about FACES on the FACES website. Visit <http://www.acf.hhs.gov/programs/opre/hs/faces>.

We hope you will take part in this part of FACES. Please sign the attached consent form and return it to your child’s teacher right away. Thank you!

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is xxx-xxxx. The time required to complete this collection of information is estimated to average 10 minutes, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the collection of information.

Please read the following statement and fill out the appropriate section.

Yes, I wish to participate in the Family Engagement Study Parent Interview.

I understand that my responses will not be associated with me personally in any way. The one-on-one interview will be audio-recorded. The recordings will be stored by Mathematica until the end of the project, at which time they will be destroyed. The information I provide during my interview may be directly quoted in order to illustrate a point, but any specific names or places that I mention will be omitted from study reports. I give Mathematica permission to contact me at the number provided below.

I understand that I may choose not to answer specific questions asked during my one-on-one interview by simply stating, “Pass” or “I prefer not to answer.”

I have read this form and have received a copy for my records.

Printed Name _____

Signature _____ Date ____/____/____

Phone Number _____

To help us arrange for your interview, please circle the times you are usually available.

PLEASE CIRCLE MORE THAN ONE TIME				
Monday	Tuesday	Wednesday	Thursday	Friday
7:00 AM – 10:00 AM	7:00 AM – 10:00 AM	7:00 AM – 10:00 AM	7:00 AM – 10:00 AM	7:00 AM – 10:00 AM
10:00 AM – 1:00 PM	10:00 AM – 1:00 PM	10:00 AM – 1:00 PM	10:00 AM – 1:00 PM	10:00 AM – 1:00 PM
1:00 PM – 5:00 PM	1:00 PM – 5:00 PM	1:00 PM – 5:00 PM	1:00 PM – 5:00 PM	1:00 PM – 5:00 PM
5:00 PM – 7:00 PM	5:00 PM – 7:00 PM	5:00 PM – 7:00 PM	5:00 PM – 7:00 PM	5:00 PM – 7:00 PM
After 7:00 PM	After 7:00 PM	After 7:00 PM	After 7:00 PM	After 7:00 PM

APPENDIX J-6

FAMILY ENGAGEMENT STUDY PARENT REMINDER LETTER

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FACES Survey Director

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

FACES-
DATE

[PARENT NAME]
[PARENT ADDRESS]

Dear [PARENT]:

Thank you again for taking part in study activities for the Head Start Family and Child Experiences Survey 2014–2018 (FACES). A few weeks ago, we invited you to participate in a new component of the study this spring called the “Family Engagement Study Interview.” We have not been able to schedule this interview with you yet. The interview will help us better understand the experiences and engagement of families in Head Start. FACES and the Family Engagement Study will help Head Start serve all children and their families. The Administration for Children and Families, part of the U.S. Department of Health and Human Services, is funding FACES. Mathematica Policy Research, an independent firm, is conducting the study.

The Family Engagement Study Parent Interview is different than the survey that you may have recently completed by phone or on the web. This will be more of a discussion rather than just a series of questions for you to respond to. Participants in the Family Engagement Study will take part in one-on-one interviews conducted by a member of the Mathematica study team. We will ask you about the ways you are involved in your child’s learning, your experiences with the program and staff, and how Head Start has helped your child and family. The interview will last approximately one hour. As a thank you for your participation in the study, you will receive an additional \$25 gift card. You can complete the interview by phone by calling our toll free number:

XXX-XXX-XXXX

We hope you will complete the interview 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 never report details that identify you, your child, or your child’s Head Start program in study reports. We will only report results for groups.
- Taking part in FACES Family Engagement Study Interview is up to you. Refusal to participate in the interview will not affect the Head Start services you and your child receive. No one from Head Start will see or hear your answers.

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LETTER TO: [PARENT NAME]
FROM: Annalee Kelly
DATE:
PAGE: 2

If you have questions about FACES or the Family Engagement Study Interview, please call us toll free at 844-807-6007. A staff member will be happy to talk with you. If you have questions about your rights as a research volunteer, please call the New England Institutional Review Board toll free at 1-800-233-9570. You can find out more about FACES on the FACES website. Visit <http://www.acf.hhs.gov/programs/opre/hs/faces>.

Thanks again for taking part in this part of FACES.

Sincerely,

A handwritten signature in cursive script that reads "Annalee Kelly". The signature is written in black ink and is positioned above the printed name.

Annalee Kelly

APPENDIX J-7

HEAD START STAFF QUALITATIVE INTERVIEW (FAMILY ENGAGEMENT FSS)

PLUS STUDY ADVANCE LETTER AND CONSENT FORM

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FACES FAMILY ENGAGEMENT STUDY

FAMILY SERVICES STAFF INTERVIEW CONSENT FORM

Welcome to the Head Start Family and Child Experiences Survey 2014-2018, also known as FACES. As you may know, your Head Start program is taking part in the FACES study this year. 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 family services staff taking part, your help is vital to the study's success.

We are inviting you to participate in a new component of the study this spring called the "Family Engagement Study." The component will focus on how you and your program engage and provides service to families. The Administration for Children and Families, part of the U.S. Department of Health and Human Services, is funding FACES. Mathematica Policy Research, an independent firm, is conducting the study.

Your program director has selected «OSCNAM» to work with us. «OSCNAM» will help schedule the data collection throughout the duration of FACES.

If you agree to participate...

We will ask you to take part in a one-on-one interview conducted by a member of the Mathematica study team this spring. Interviews will be completed by phone. We will ask you about the ways your program engages families in their child's learning and connects families to needed services, your experiences working with families in your Head Start program, and your background characteristics. The interview will last approximately one hour.

You can choose whether you participate in the Family Engagement Study Family Services Staff Interview. Your participation is completely voluntary. All information collected will be kept private to the extent permitted by law. Your choice will not affect your employment with your program. If at any point you no longer would like to participate, that is okay. No one from your Head Start program will see or hear your individual responses, and your name will never be associated with or identified in study reports.

If you have questions about FACES or the Family Engagement Study interview, please call us toll free at 855-714-8193. A staff member will be happy to talk with you. If you have questions about your rights as a research volunteer, please call the New England Institutional Review Board toll free at 1-800-233-9570. You can find out more about FACES on the FACES website. Visit <http://www.acf.hhs.gov/programs/opre/hs/faces>.

We hope you will take part in this study. Please sign the attached consent form and return it to your program's on-site coordinator right away. Thank you!

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is xxxx-xxxx. The time required to complete this collection of information is estimated to average 10 minutes, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the collection of information.

Please read the following statement and fill out the appropriate section.

Yes, I wish to participate in the Family Engagement Study Interview.

I understand that my responses will not be associated with me personally in any way. Data from the one-on-one interview will be audio-recorded. The recordings will be stored by Mathematica until the end of the project, at which time they will be destroyed. The information I provide during my interview may be directly quoted in order to illustrate a point, but any specific names or places that I mention will be omitted from study reports. If I am selected to complete the interview by phone, I give Mathematica permission to contact me at the number provided below.

I understand that I may choose not to answer specific questions asked during my one-on-one interview by simply stating, “Pass” or “I prefer not to answer.”

I have read this form and have received a copy for my records.

Printed Name _____

Signature _____ Date ____/____/____

Phone Number _____

APPENDIX J-8

FAMILY ENGAGEMENT FAMILY SERVICE STAFF INTERVIEW REMINDER

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FACES-

DATE

[FSS NAME]

[FSS ADDRESS]

Dear [FSS]:

As you may know, your Head Start program is taking part in the Head Start Family and Child Experiences Survey 2014–2018 (FACES). A few weeks ago, we invited you to participate in a new component of FACES, the “Family Engagement Study Interview.” We have not been able to schedule this interview with you yet. The interview will focus on how you and your program engage and provides service to families. FACES and the Family Engagement Study will help Head Start serve all children and their families. The Administration for Children and Families, part of the U.S. Department of Health and Human Services, is funding FACES. Mathematica Policy Research, an independent firm, is conducting the study.

Participants will take part in one-on-one interviews conducted by a member of the Mathematica study team. We will ask you about the ways your program engages families in their child’s learning and connects them to needed services, your experiences working with families in your Head Start program, and your background characteristics. The interview will last approximately one hour. You can complete the interview by phone by calling our toll free number:

XXX-XXX-XXXX

We hope you will complete the interview 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 never report details that identify you or your Head Start program in study reports. We will only report results for groups.
- Taking part in the Family Engagement Study is up to you. Refusal to participate in this study will not affect your employment with your Head Start program. No one from Head Start will see or hear your answers.

An Affirmative Action/Equal Opportunity Employer

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LETTER TO: [FSS NAME]
FROM: Annalee Kelly
DATE:
PAGE: 2

If you have questions about FACES or the Family Engagement Study Interview, please call us toll free at 855-714-8193. A staff member will be happy to talk with you. If you have questions about your rights as a research volunteer, please call the New England Institutional Review Board toll free at 1-800-233-9570. You can find out more about FACES on the FACES website. Visit <http://www.acf.hhs.gov/programs/opre/hs/faces>.

Sincerely,

A handwritten signature in cursive script that reads "Annalee Kelly". The signature is written in black ink and is positioned above the printed name.

Annalee Kelly

APPENDIX J-9

FACES SPRING TEACHER FREQUENTLY ASKED QUESTIONS

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FREQUENTLY ASKED QUESTIONS ABOUT THE HEAD START FAMILY AND CHILD EXPERIENCES SURVEY 2014-2018 (FACES) FOR SPRING TEACHERS

1) **What is FACES about?**

FACES is about the experiences of families in Head Start and the services Head Start provides to children and their families. It asks about the growth of Head Start children, quality of Head Start programs and classrooms, and views of Head Start teachers and other staff.

2) **Who is conducting the study?**

The U.S. Department of Health and Human Services, Administration for Children and Families, sponsors the study. The study is being conducted by Mathematica Policy Research, a respected, independent policy research organization whose studies of education initiatives and other programs have been used to inform national policymakers for more than 40 years.

3) **When will the study take place?**

FACES staff will visit your program in spring 2015 and again in spring 2017.

4) **How did you pick classrooms for the study?**

We randomly selected your Head Start center and class from all eligible centers and classes in this Head Start program. Centers and classes were eligible if they have children funded through Head Start.

5) **Is this a new study?**

No. This is the sixth round of the study. FACES is an ongoing study of Head Start that began in 1997. Prior FACES studies were conducted in 1997, 2000, 2003, 2006, and 2009.

6) **What will you ask teachers to do?**

We will ask teachers to complete a survey about their training and background, classroom activities, and the Head Start program. The survey will take about 30 minutes. We will also visit your classroom for about four hours to observe classroom activities and children's interactions.

7) **Who can teachers contact if they have questions?**

Teachers can call 855-714-8193 or email FACES2014@mathematica-mpr.com if they have any questions.

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/20XX. 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.

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