

ATTACHMENT N
SUPPLEMENTAL MATERIALS FOR THE
CHILD CARE PARTNER SURVEY

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CHILD CARE PARTNER SURVEY ADVANCE EMAIL INVITATION

Format: Email**Subject: Invitation from ACF to participate in the Child Care Partner Web-based Survey**

Dear [FIRST NAME] [LAST NAME],

Mathematica Policy Research is conducting a web-based survey of child care providers that are in partnerships with Early Head Start programs as part of the Study of Early Head Start-Child Care Partnerships. This study is funded by the Office of Planning, Research and Evaluation (OPRE) within the Administration for Children and Families (ACF) in the U.S. Department of Health and Human Services. The survey will collect information about you and your child care business; the organization your child care business is partnering with; and the activities you engage in to develop partnerships, improve the quality of services, and deliver services to children and families.

You have been selected as part of a randomly chosen group of child care providers because of your involvement in a partnership with [GRANTEE NAME]. Participation is voluntary; however, your input will provide ACF with important information about the national landscape of Early Head Start-child care partnerships, including information about the experiences of child care providers participating in these partnerships. Your responses will be kept private and used only for research purposes. They will be combined with the responses of other child care partners and no individual names will be reported.

Please access the web survey by clicking this link [URL]. You can also type the URL directly into your browser. To begin the survey, you will need to enter your unique login information:

Username: [USERNAME]

Password: [PASSWORD]

You will receive a \$20 gift card as a thank-you for participating in the survey. The survey will take approximately 30 minutes to complete. You may save your responses and return to finish the survey at a later time. Please feel free to reach out to the study team at [EMAIL] of [TELEPHONE] if you have any questions or need assistance.

On behalf of our study team and ACF, thank you for your participation!

Sincerely,
[NAME]

MATHEMATICA
Policy Research

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CHILD CARE PARTNER SURVEY REMINDER EMAIL 1

Format: Email**Subject: Reminder from ACF to participate in the Child Care Partner Web-based Survey**

Dear [FIRST NAME] [LAST NAME],

This is a friendly reminder to log in and complete the web-based survey of child care partners for the Study of Early Head Start-Child Care Partnerships. This study is funded by the Office of Planning, Research and Evaluation (OPRE) within the Administration for Children and Families (ACF) in the U.S. Department of Health and Human Services. Participation is voluntary; however, your input will provide ACF with important information about the national landscape of Early Head Start-child care partnerships, including information about the experiences of child care providers participating in these partnerships.

Please access the web survey by clicking this link [URL]. You can also type the URL directly into your browser. To begin the survey, you will need to enter your unique login information:

Username: [USERNAME]

Password: [PASSWORD]

The survey will take approximately 30 minutes to complete, and we will send you a \$20 gift card as a thank-you for participating in the survey. You may save your responses and return to finish the survey at a later time. If you have questions or need assistance, please contact the study team at [EMAIL] or [TELEPHONE].

On behalf of our study team and ACF, thank you for your participation!

Sincerely,
[NAME]

MATHEMATICA
Policy Research

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CHILD CARE PARTNER SURVEY REMINDER EMAIL 2-6

Format: Email**Subject: Reminder from ACF to participate in the Child Care Partner Web-based Survey**

Dear [FIRST NAME] [LAST NAME],

This is a friendly reminder to log in and complete the web-based survey of child care partners for the Study of Early Head Start-Child Care Partnerships. This study is funded by the Office of Planning, Research and Evaluation (OPRE) within the Administration for Children and Families (ACF) in the U.S. Department of Health and Human Services. Your participation is critical to creating a comprehensive understanding of the national landscape of Early Head Start-child care partnerships.

Please access the web survey by clicking this link [URL]. You can also type the URL directly into your browser. To begin the survey, you will need to enter your unique login information:

Username: [USERNAME]

Password: [PASSWORD]

If you have questions or need assistance, please contact the study team at [EMAIL] or [TELEPHONE].

On behalf of our study team and ACF, thank you for your participation!

Sincerely,
[NAME]

MATHEMATICA
Policy Research

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CHILD CARE PARTNER SURVEY FINAL REMINDER EMAIL

Format: Email**Subject: Final reminder from ACF to participate in the Child Care Partner Web-based Survey**

Dear [FIRST NAME] [LAST NAME],

This is the final week to complete the web-based survey of child care partners. As of yesterday afternoon, our records indicate that you have [not yet started the survey/started the survey but not yet completed it].

Your insights are critical to creating a comprehensive understanding of the national landscape of Early Head Start-child care partnerships. **Please don't pass up this chance to help us learn about the characteristics and features of your partnership. Your opinions and perspectives cannot be replaced!**

Please access the survey today at [URL]. Your login information is:

Username: [USERNAME]

Password: [PASSWORD]

If you have questions or need assistance, please contact the study team at [EMAIL] or [TELEPHONE].

On behalf of our study team and ACF, thank you for your participation!Sincerely,
[NAME]

MATHEMATICA
Policy Research

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CHILD CARE PARTNER SURVEY REMINDER CALL SCRIPT

Hello my name is [insert name] and I am calling from Mathematica Policy Research to remind you to complete the web-based survey of child care partners. This survey is part of a larger study funded by the Office of Planning, Research and Evaluation within the Administration for Children and Families, U.S. Department of Health and Human Services. The survey will collect information about you and your child care business; the organization your child care business is partnering with; and the activities you engage in to develop partnerships, improve the quality of services, and deliver services to children and families.

The link to complete the survey, as well as your unique username and password information, can be found in the body of the email sent on [insert date of most recent email]. If you have trouble locating the email, we would be happy to resend it.

The survey will take approximately 30 minutes to complete, and you can choose to not answer a question if you wish. If you are unsure of how to answer a question, please give the best answer you can rather than leaving it blank. Your responses will be kept private and used only for research purposes. They will be combined with the responses of other child care providers and no individual names will be reported.

Participation in this survey 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 number for this collection is 0970-XXXX and the expiration date is XX/XX/XXXX.

If you have any questions or need assistance, feel free to reach out to the study team at [insert phone number].

[IF CHILD CARE PARTNER EXPRESSES CONCERNS ABOUT COMPLETING THE SURVEY:
If you would prefer, we can complete the survey with you by telephone, either now or at a time more convenient for you.]

Thank you for your time and participation.

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CHILD CARE PARTNER SURVEY GRANTEE REMINDER REQUEST

Dear [FIRST NAME] [LAST NAME],

Mathematica Policy Research is conducting a web-based survey of child care partners as part of the Study of Early Head Start-Child Care Partnerships funded by the Office of Planning, Research and Evaluation (OPRE) within the within the U.S. Department of Health and Human Services, Administration for Children and Families (ACF).

We are reaching out to ask for help in encouraging high levels of participation by your child care partners in completing the child care partner web-based survey. While the web-based survey of partnership grantee directors you received was distributed to all partnerships, the web-based survey of child care partners is being distributed to a randomly selected group of your child care partners, including:

[LIST OF SELECTED CHILD CARE PARTNERS]

The child care partners selected for participation in the web-based survey have already received emails prompting them to fill out the survey online. The survey will take them approximately 30 minutes to complete. We would appreciate your help and support in ensuring that all child care partners receiving the survey, complete the survey. The information being collected is critical to developing a better understanding of partnership models. It provides essential information about your child care partners, their partnership with your organization, the quality improvement activities available to them through the partnership, and the services provided to children and families.

Please feel free to reach out to the study team at [EMAIL] or [TELEPHONE] if you have any questions or concerns.

On behalf of our study team and ACF, thank you for your assistance!

Sincerely,

[NAME]

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CHILD CARE SURVEY THANK YOU LETTER

Dear [FIRST NAME] [LAST NAME],

On behalf of our study team and the Administration for Children and Families, we want to thank you for your participation in the survey. Your response will play a key role in creating a comprehensive understanding of the national landscape of Early Head Start-child care partnerships.

Included you will find a \$20 gift card, to thank you for your participation.

If you have questions or concerns, please contact the study team at [EMAIL] or [TELEPHONE].

Sincerely,

[NAME]

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