

## Attachment I - Sample Informational Email to Parents/Caregivers

**Subject:** Opportunity to participate in fun nutrition program for kids

[Date]

Dear [Insert Parent's Name],

I am writing to inform you about an exciting upcoming opportunity we have here at [name of school or program]. The U.S. Department of Agriculture (USDA) has developed a series of five cooking-based nutrition education lessons called *Team Nutrition Cooks!* The lessons include preparing simple recipes and are intended to encourage healthy eating habits among 2<sup>nd</sup> through 6<sup>th</sup> grade children. **We have been selected to try out this program, which is not yet available to the public, and provide feedback for improving the program.**

USDA has contracted a research company, Fors Marsh Group, to evaluate the program and will be working with us to test the program with our students to determine what works and what can be improved. **We are very excited to get a sneak peek at this program and have the opportunity to help ensure the final products are relevant, meaningful, and fun!** These materials will eventually be available to all schools participating in the National School Lunch Program as well as the Child and Adult Care Food Program (CACFP) at no cost.

All of the research has been approved by the Office of Management and Budget (OMB) and an Institutional Review Board (IRB). Here are a few details about the timing and what is involved in this study:

**When:** [Dates of the study and program implementation]

**Who:** Up to 20 students, in grades 2-6 (who are already enrolled in the after-school program), and their parents will be eligible to participate.

**What:** Participating children in the afterschool program will be involved in one 90-minute lesson each week with the opportunity to prepare and cook a full recipe. The lessons will be delivered by the after-school program operators, during the time of the afterschool program. Program materials (e.g., handouts, videos, lesson plans) will be

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provided by USDA. Throughout the program, trained researchers will be collecting feedback from students, program operators, and parents. No information will be collected without first obtaining consent from each parent for his or her child.

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We will share additional information as we know more. We look forward to your involvement in the program as well.

Also, please mark your calendars for **[time and date of focus group]** for a showcase of the children's final recipe and a focus group of parents and caregivers. We hope to include approximately 10 parents/caregivers in the focus group to provide feedback on the program. Your children will remain in our care during this session and a meal will be provided for you.

If you have any questions about the study, please contact the research team:

By email: [ux@forsmarshgroup.com](mailto:ux@forsmarshgroup.com)

By phone: 571-858-3817

Reference: USDA *Team Nutrition Cooks!*

Any other questions and comments can be sent to me directly.

Sincerely,

**[Insert Principal/Administrator's Name and Contact Information]**

**OMB BURDEN STATEMENT:** According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0524. The time required to complete this information collection is estimated to average 2 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.