

SUBJECT: Study on the Implementation and Cost of High Quality Early Care and Education

Dear [CENTER DIRECTOR]:

We are reaching out to you to seek your center's participation in an important exploratory study. As you know, high quality early care and education (ECE) in childhood builds a strong foundation of emotional, social, and cognitive skills that are essential for future success in school. The U.S. Department of Health and Human Services, Administration for Children and Families (ACF) feels this topic is of utmost importance. ACF has partnered with Mathematica Policy Research, an independent policy research organization, to conduct an in-depth study on how centers use their resources to maximize the quality of the care and education they provide.

For this study to be successful, it is critical to have the participation of a range of centers – big and small, and that receive different types of support. Your input will be extremely helpful in conducting quality research. We view you and your center as a valuable partner in this study and hope your center will participate. Ultimately, we hope the findings will help centers of all types make decisions about the use of resources to support quality. The findings will also help state and national administrators and policymakers understand how to best invest resources to promote the highest quality ECE for young children. Information you provide will be treated in a private manner, and the study will not identify individuals or centers in any of its reports. As a token of our appreciation, your center would receive \$350 for participating in the study.

We understand that you and your staff are extraordinarily busy, so we will be flexible in scheduling any data collection activities. I have attached a study summary and answers to questions you may have about the study. I would like to schedule a time to talk with you by phone about the study in greater detail. I would like to take that opportunity to learn about some key characteristics of your center and discuss the feasibility of your center's participation in the study, including the availability of staff for an on-site visit. We expect the site visit to take about a day.

If you have a moment to share some times you would be available to talk with me by phone that would be great. Otherwise, I will call you in the next few days to schedule a time.

Thank you for your time. I look forward to speaking with you in the near future. If you have any questions prior to our call, please contact me at [MPR LIAISON PHONE] or by email at [MPR LIAISON EMAIL].

Sincerely,

[LIAISON NAME]

