

APPENDIX P
SPRING 2017 ADVANCE MATERIALS

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APPENDIX P-1
TEACHER SURVEY 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]:

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. FACES aims to identify strategies for improving Head Start. 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. Your help is vital to the study’s success.

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. 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. Also enclosed are 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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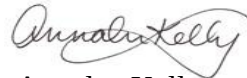
LETTER TO: [TEACHER]
FROM: Annalee Kelly
DATE:
PAGE: 2

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 1-800-232-9570. 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 P-2
PROGRAM DIRECTOR SURVEY INVITATION

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Annalee Kelly
FACES Survey Director

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Telephone (609) 799-3535
Fax (609) 799-0005
www.mathematica-mpr.com

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. FACES 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. [IF SERVING MULTIPLE DIRECTOR ROLES: We understand that in addition to being the program director, you are also the center director for a center selected for this study. After you have completed the program-level survey, someone from our team will call you to ask you an abbreviated set of questions about your center on staffing.]

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:

SURVEY URL

LOG-IN ID: XXXXXX

PASSWORD: XXXXXX

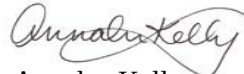
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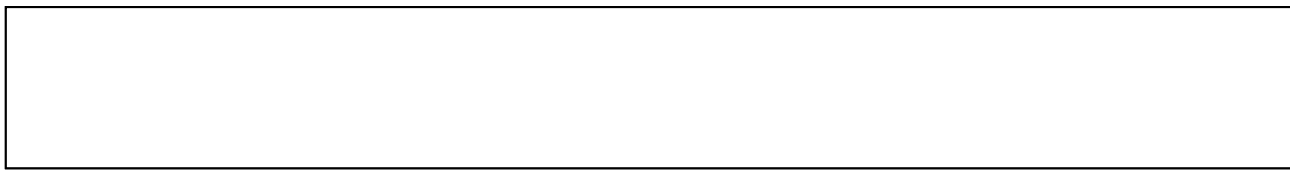
LETTER TO: [PROGRAM DIRECTOR]
FROM: Annalee Kelly
DATE:
PAGE: 2

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 1-800-232-9570. 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 P-3
CENTER DIRECTOR SURVEY INVITATION

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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

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. FACES 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:	
SURVEY URL	
LOG-IN ID:	XXXXXX
PASSWORD:	XXXXXX

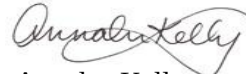
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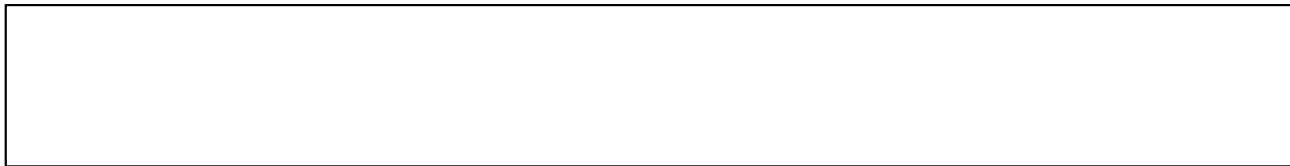
LETTER TO: [CENTER DIRECTOR]
FROM: Annalee Kelly
DATE:
PAGE: 2

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Sincerely,



Annalee Kelly



APPENDIX P-4

FACES CENTER DIRECTOR SURVEY INVITATION
(MULTI-CENTER DIRECTOR)

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Annalee Kelly
FACES Survey Director

MATHEMATICA Policy Research

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

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. FACES 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 for the [FIRST CENTER]. We are also asking your program director and the teachers at the centers selected for FACES to complete a short 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 understand that you are the center director for two of the centers selected for this study. After you have completed the survey for the [FIRST CENTER], someone from our team will call you to ask you an abbreviated set of questions about the [SECOND CENTER].

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. Please think about the [FIRST CENTER] when using this log-in ID and password to complete the survey. 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:

SURVEY URL

LOG-IN ID: XXXXXX

PASSWORD: XXXXXXXX

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LETTER TO: [CENTER DIRECTOR]
FROM: Annalee Kelly
DATE:
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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 P-5

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) SPRING 2017

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 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.

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