

APPENDIX 7

**RECRUITMENT EMAIL FROM STUDY TEAM FOR PROGRAM DIRECTOR
FOR ONSITE DATA COLLECTION**



OMB #0970- XXXX
Expiration Date XX/XX/XXXX

DATE

Dear [**GRANTEE/DELEGATE DIRECTOR NAME**]:

We are excited to inform you that the following centers within [ENTER PROGRAM NAME] have been randomly selected to participate in the Classroom, Family and Child component of the Migrant and Seasonal Head Start (MSHS) Study!

1. CENTER NAME
2. CENTER NAME
3. CENTER NAME

This important nationally representative study is designed to describe the characteristics and experiences of the children and families who enroll in MSHS as well as MSHS programs and services. Your centers' participation is important to the study's success and to helping MSHS to better serve the needs of children and families in the future.

The study is funded by the Administration for Children and Families within the U.S. Department of Health and Human Services. Abt Associates and its partners, The Catholic University of America and Westat, are conducting the study.

Onsite study activities at each selected center will last 4-5 days between spring 2017 and spring 2018. (Please see the enclosed Overview of MSHS Study Activities.) During the onsite visit, the MSHS Study team will conduct teachers and assistant teacher surveys, in-person interviews with parents, child assessments, and classroom observations. As a thank you for their time, teachers, assistant teachers and families will be provided pre-paid gift cards. Children will receive a small gift as a thank you for their time.

To help facilitate the process, we will ask your centers to select an onsite coordinator to work with the MSHS Study team's site supervisor to help with the recruitment of selected families and to schedule the study activities during the site visit. Onsite coordinators will also be given monetary compensation for their time.

Your centers' participation in this study is voluntary. Information that you, your staff, the parents and the children provide will be kept private to the extent permitted by law.

Please see the enclosed list of frequently asked questions for additional information on the MSHS Study, including the monetary compensation for participants' time. We have also included a diagram that provides an overview of the MSHS study activities.

We would like to **schedule a phone call** to review these attachments, provide more information about what participation would mean for your centers, and to talk through any questions you might have. We will contact you in the next week to set up a call. You can also respond to this email or contact us toll-free at **XXX- XXX-XXXX** with a few times that work for you, and our team will schedule this call.

We look forward to working with you! Thank you in advance for your help with this important study!

Sincerely,

Linda Caswell, Ed.D.
MSHS Study Director, Abt Associates

Enclosures:

Frequently Asked Questions (FAQs) for Program and Center Directors
MSHS Study Overview for Program & Center Directors

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 information collection is 0970-0XXX and the expiration date is XX/XX/XXXX.
