

ATTACHMENT 5a-b

FOLLOWUP MATERIALS

Reminder #1 - Fold over postcard with seal

Will contain Study Graphic Image

About two weeks ago, we sent you a letter inviting you to participate in the *Childcare Survey of Wellness and Activity (C-SAW)*. This is an important survey to learn more about childcare centers' early childhood wellness practices and policies in your state. The survey is sponsored by the U.S. Centers for Disease Control and Prevention and is being conducted by Westat, a research firm.

When completing the survey, you will need: (1) the menu from the previous week for food served to children ages 0-5; and (2) your center's written guidelines, rules and policies.

If you have already completed the survey, we are very grateful and thank you. If you have not, please go to the website by <DEADLINE> and enter your access code to begin.

Website: http://_____

Access code: (PIN #)

As a "thank you" for completing the survey, we will send you <INCENTIVE>.

If you have any questions or would prefer to complete a paper version, please call 1-800-123-4567 or send an email to _____.

Thank you,

Ruth Petersen, MD, MPH
Director
Division of Nutrition, Physical Activity,
and Obesity
National Center for Chronic Disease
Prevention and Health Promotion
Centers for Disease Control and Prevention

David Marker, Ph.D.
Westat Project Director

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 XXX-XXXX. The time required to complete this information collection is estimated to average less than 30 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.

Dear Childcare Center Director:

We need your help! About a month ago, we sent you a letter asking you to participate in the *Childcare Survey of Activity and Wellness (C-SAW)*, sponsored by the U.S. Centers for Disease Control and Prevention (CDC) and being conducted by Westat, a research firm. It is being piloted in four states to learn more about childcare centers' early childhood wellness practices and policies. We have not yet received your completed survey. <STATE ORGANIZATIONS> are endorsing the survey and encourage you to participate.

The survey should be completed by the person responsible for overseeing the childcare program at this location (e.g., center director or administrator).

Your participation is voluntary. However, it is important and much appreciated. Your answers, combined with others in your state, can help childcare organizations better understand the resources that centers need to help children be healthy and develop to their full potential.

When completing the survey, you will need: (1) the menu from the previous week for food served to children ages 0-5; and (2) your center's written guidelines, rules and policies.

Westat will not reveal the identities of participating centers to CDC or any other agency. Information provided by centers will be kept private to the extent permitted by law. Your input can help improve the resources and supports for childcare centers in [STATE].

As a "thank you" for completing the survey, we will send you <INCENTIVE>.

Please complete this survey by <DEADLINE> by going to the website and entering your access code to begin.

Website: <http://>
Access code: (PIN #)

We have also included a questionnaire, in case you would prefer to complete the survey on paper and return it to us using the enclosed self-addressed, postage-paid envelope.

If you have any questions or need assistance please contact us toll-free at 1-800-123-4567 or via email at _____ . It is only through the help of people like you that this research can be conducted.

Sincerely,

Ruth Petersen, MD, MPH
Director
Division of Nutrition, Physical Activity,
and Obesity
National Center for Chronic Disease
Prevention and Health Promotion
Centers for Disease Control and Prevention

David Marker, Ph.D.
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