

ATTACHMENT E
COST WORKBOOK EMAIL

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TO: [EMAIL]
FROM: [COST DATA COLLECTOR]
SUBJECT: ECE-ICHQ Cost Workbook Orientation Materials
ATTACHMENT: Cost workbook

Dear [CENTER DIRECTOR AND/OR DESIGNATED STAFF MEMBER]:

I look forward to talking with you [tomorrow/SPECIFY OTHER DATE IF NOT THE NEXT DAY] about the cost information we are collecting as part of the *Assessing the Implementation and Cost of High-Quality Early Care and Education* (ECE-ICHQ) study. As a reminder, our call is scheduled for [TIME].

To gather information about the cost of providing services to children ages 0-5 at [LOCATION], we are asking you to complete an Excel-based workbook. I've attached the workbook for your review and will provide more information about it when we talk tomorrow. You don't need to complete the workbook before our call.

Here is the information you need to join our call tomorrow:

1. To join, click this link from your computer: [INSERT LINK]. You might receive a prompt to temporarily install the WebEx software.
2. Then connect your phone by either:
 - a. Clicking the "call me" button (far left on the Quick Start tab) and entering your phone number to receive a call-back from the system
 - b. Dialing [PHONE] from your phone, and entering the meeting number when prompted: [INSERT MEETING NUMBER]

If you join the meeting using the WebEx link, I'll be able to share my computer screen with you, which will make it easier to show you the content and features of the cost workbook. You can also join the call without using the WebEx link by calling [PHONE] and entering the access code, but please have a copy of the cost workbook available during the call.

Taking part in ECE-ICHQ is voluntary. The information in this study will be used only for research purposes and in ways that will not reveal who you are or identify your center. Federal or state laws may require us to show information to government officials (or sponsors) who are responsible for monitoring the safety of this study. Neither you or your center will be identified in any publication from this study.

I look forward to meeting with you tomorrow. In the meantime, please feel free to contact me by email or phone with any questions that you may have.

We greatly appreciate your time and willingness to participate in this important study.

Respectfully,

[COST DATA COLLECTOR]

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