

ATTACHMENT F.1  
TIME-USE SURVEY ADVANCE EMAIL

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TO: [EMAIL]  
FROM: [eceichq@mathematica-mpr.com](mailto:eceichq@mathematica-mpr.com)  
SUBJECT: Invitation to Complete the ECE-ICHQ Time-use Survey  
ATTACHMENT: Time-use survey FAQs

[INSERT OPRE LOGO] [INSERT MATHEMATICA LOGO]

Dear [First Name] [Last Name]:

I am writing to request your help on an important research study about early childhood care and education. In 2018, your center participated in a study on the Implementation and Cost of High Quality Early Care and Education, also known as ECE-ICHQ. Since that time, the COVID-19 pandemic has disrupted everyone's lives, but it has had an especially profound impact on the child care industry. Child care centers like yours have had to make many trade-offs in order to maintain health and safety requirements and continue to offer services to young children and families.

To understand how centers have fared through the COVID-19 pandemic, the study team is conducting a follow-up round this spring. We are only including select centers that previously participated and are inviting you to take part. As you might remember, the U.S. Department of Health and Human Services, Administration for Children and Families has partnered with Mathematica, an independent research organization, to conduct the study. When the study is complete, we hope the findings will inform the types of supports that could help centers like yours.

This spring, we are asking teachers and administrators from select early childhood programs to complete a short time-use survey to help us learn how you spend your time. The survey asks questions about how much time you spend on various tasks, including teaching, working with families, staff development, communication activities, and management tasks and how that compares to time spent on similar activities before the COVID-19 pandemic.

We are excited about the study and hope you will be too. As one of only a small number of teachers and administrators taking part, your help is vital to the study's success.

The time-use survey should only take about 15 minutes to complete. As a thank you, we will send a \$ [AMOUNT] Amazon gift code to you once you complete the survey. For your convenience, the survey is accessible on the web.

Taking part in this study 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.

To complete the time-use survey, please click the secure link below. This link is unique to you and should not be shared with anyone.

We encourage you to complete the survey online at:

[Customized Survey URL]

We have attached a list of frequently asked questions. Mathematica staff will be happy to answer any other questions about the study and to assist you in any way you need. You can contact us toll-free at XXX-XXX-XXXX or email us at [eceichq@mathematica-mpr.com](mailto:eceichq@mathematica-mpr.com).

Thank you in advance for your help with this important study.

Sincerely,  
Annalee Kelly  
Survey Director

Paperwork Reduction Act Statement: The referenced collection of information is voluntary. 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 control number for this collection is 0970-0499 and it expires 11/30/2022.

ATTACHMENT F.2

TIME USE SURVEY FOLLOWUP EMAIL

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TO: [EMAIL]  
FROM: [eceichq@mathematica-mpr.com](mailto:eceichq@mathematica-mpr.com)  
SUBJECT: Reminder to Complete the ICHQ Time-use Survey  
ATTACHMENT: Time-use survey FAQs

[INSERT MATHEMATICA LOGO]

Dear [First Name] [Last Name]:

As you may recall, your center is taking part in a study on the Implementation and Cost of High Quality Early Care and Education, also known as ECE-ICHQ.

A few weeks ago, you were invited to fill out a short time-use survey to help us learn how you spend your time. The survey asks questions about time you spend on various tasks and how that compares to time spent on similar activities before the COVID-19 pandemic. It should only take about 15 minutes to complete. As a reminder, participation is completely voluntary, but we hope you will complete the short survey to help inform this important work.

We encourage you to complete the survey online at:

[Customized Survey URL]

**As a thank you, we will send a \$[AMOUNT] Amazon gift code to you after you complete the survey.** We have attached a list of frequently asked questions. If you have additional questions about the study or are having difficulty in accessing your web survey, please call us toll-free at XXX-XXX-XXXX or email us at [eceichq@mathematica-mpr.com](mailto:eceichq@mathematica-mpr.com).

Thank you in advance for your help with this important study.

Sincerely,  
Annalee Kelly  
Survey Director

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ATTACHMENT F.3  
TIME USE SURVEY ADVANCE LETTER

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**Annalee Kelly**  
*Survey Director*

P. O. Box 2393  
Princeton, NJ 08543-2393  
Telephone (609) 799-3535  
Fax (609) 799-0005  
www.mathematica-mpr.com  
**ECE-ICHQ**  
[DATE]

Dear [TEACHER]:

I am writing to request your help on an important research study about early childhood care and education. In 2018, your center participated in a study on the Implementation and Cost of High Quality Early Care and Education, also known as ECE-ICHQ. Since that time, the COVID-19 pandemic has disrupted everyone's lives, but it has had an especially profound impact on the child care industry. Child care centers like yours have had to make many trade-offs in order to maintain health and safety requirements and continue to offer services to young children and families.

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We are excited about the study and hope you will be too. As one of only a small number of teachers and administrators taking part, your help is vital to the study's success.

The time-use survey should only take about 15 minutes to complete. As a thank you, we will send a \$[AMOUNT] Amazon gift code to you once you complete the survey. For your convenience, the survey is accessible on the web.

Taking part in this study 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.

To complete the time-use survey, please use the username and password below. The website, your username and the password are secure and should not be shared with anyone.

We encourage you to complete the survey online at:

**[Customized Survey URL]**

USERNAME: «WebUserName»

PASSWORD: «WebPassword»

We have enclosed a list of frequently asked questions. Mathematica staff will be happy to answer any other questions about the study and to assist you in any way you need. You can contact us toll-free at XXX-XXX-XXXX or email us at [eceichq@mathematica-mpr.com](mailto:eceichq@mathematica-mpr.com).

Thank you in advance for your help with this important study.

Sincerely,



Annalee Kelly  
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ATTACHMENT F.4

TIME USE SURVEY FOLLOW-UP LETTER

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Annalee Kelly  
Survey Director



P.O. Box 2393  
Princeton, NJ 08543-2393  
Telephone (609) 799-3535  
Fax (609) 799-0005  
www.mathematica-mpr.com

[DATE]

Dear [FIRST NAME] [LAST NAME]:

As you may recall, your center is taking part in a study on the Implementation and Cost of High Quality Early Care and Education, also known as ECE-ICHQ.

A few weeks ago, you were invited to fill out a short time-use survey to help us learn how you spend your time. The survey asks questions about time you spend on various tasks and how that compares to time spent on similar activities before the COVID-19 pandemic. It should only take about 15 minutes to complete. As a reminder, participation is completely voluntary, but we hope you will complete the short survey to help inform this important work.

**We encourage you to complete the survey online at:**  
**[Customized Survey URL]**  
USERNAME: «WebUserName»  
PASSWORD: «WebPassword»

**As a thank you, we will email a \$[AMOUNT] Amazon gift code to you after you complete the survey.** If you have questions about the study or are having difficulty in accessing your web survey, please call us toll-free at XXX-XXX-XXXX or email us at [eceichq@mathematica-mpr.com](mailto:eceichq@mathematica-mpr.com).

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Sincerely,

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ATTACHMENT F.5  
TIME-USE SURVEY FAQs

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## FREQUENTLY ASKED QUESTIONS ABOUT THE TIME-USE SURVEY OF THE ASSESSING THE IMPLEMENTATION AND COST OF HIGH QUALITY EARLY CARE AND EDUCATION (ECE-ICHQ) STUDY

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➤ **Q: WHAT IS THE TIME-USE SURVEY?**

The time-use survey is part of the study on the Implementation and Cost of High Quality Early Care and Education, also known as ECE-ICHQ.

The time-use survey is an online survey which asks questions about how much time staff spend on various tasks, including teaching, working with families, staff development, communication activities, and management tasks, and how that compares to time spent on similar activities before the COVID-19 pandemic. This should take approximately 15 minutes to complete.

➤ **Q: WHAT IF NONE OF THE ROLES LISTED IN QUESTION A1A MATCHES MY ROLE AT THE CENTER?**

We understand staff sometimes fill multiple roles at a center. If none of the listed roles match perfectly, please select the role that you spend most of your time doing.

➤ **Q: SHOULD I COUNT HOURS I SPEND WORKING OUTSIDE OF THE CENTER?**

We are interested in the time you spend on tasks regardless of where you do the work. However, we do want to make a distinction between paid and unpaid work hours. In sections A4 and A5, please only count the hours for which you are paid to work

➤ **Q: HOW DO I CALCULATE HOURS FOR TASKS THAT I DO ON AN ONGOING BASIS?**

For tasks that you do frequently throughout a typical day, such as providing instruction or care, please think about how many times you do it each day and about how long it takes each time you do it. You may use this daily estimate to produce a weekly estimate by multiplying by the number of days you work per week.

➤ **Q: HOW DO I CALCULATE HOURS WHEN I AM DOING MORE THAN ONE TASK AT THE SAME TIME?**

If you are doing more than one task at a time, please count hours for the task that was your primary responsibility at the time.

➤ **Q: HOW DO I CALCULATE HOURS SPENT ON ACTIVITIES THAT OCCUR LESS FREQUENTLY THAN WEEKLY?**

Please think of your work from September 2020 to March 2021 when considering time spent on activities that occur less frequently.

If you worked at the center before March 2020, we will ask you to compare your current hours to your typical work week before the COVID-19 pandemic. When comparing your

current hours spent on these activities before the COVID-19 pandemic, please think about the period from September 2019 to March 2020. If you were not working at this center before March 2020, please check Not applicable.

➤ **Q: WHAT WILL I RECEIVE FOR PARTICIPATING?**

As a thank you, we will email a \$[AMOUNT] Amazon gift code to you once you complete the survey.

We will send the gift code to the email address we have on record for you.

➤ **Q: WHAT DO I DO IF I HAVE OTHER QUESTIONS OR CAN'T ACCESS THE SURVEY?**

If you have any questions about or have any trouble accessing the time-use survey, please call us toll-free at XXX-XXX-XXXX or email us at [eceichq@mathematica-mpr.com](mailto:eceichq@mathematica-mpr.com).

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