

ATTACHMENT G.1

CENTER RE-ENGAGEMENT EMAIL/LETTER

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[RECRUITER NAME]
[RECRUITER TITLE]

[DATE]

TO: [EMAIL]
FROM: [RECRUITER]
SUBJECT: Study on the Implementation and Cost of High Quality Early Care and Education—
NEW SURVEY!

Dear [CENTER DIRECTOR]:

I hope this email finds you well. I have exciting news to share! We recently received approval to add a teaching staff survey to the Implementation and Cost of High Quality Early Care and Education (ECE-ICHQ) study. This new survey is for your teaching staff that were invited to complete our time-use survey and it will take them about 30-minutes to complete. It can be completed on the web, just like the time-use survey. The survey asks about teaching and professional growth supports for teaching staff at your center. **If your center agrees to participate, your teaching staff would receive a [\$AMOUNT] gift card with their survey invitation letters, and an additional [\$AMOUNT] Amazon gift code after they complete the survey for a total of \$30.**

We are excited about this new survey and hope you are too! It will provide important information to help us connect the information your center already provided about center practices and costs to the types of supports that teaching staff receive.

Participation in the survey is completely voluntary. As you may remember, the purpose of ECE-ICHQ is to help identify improvements in early childhood services; there are no risks from taking part in the study. 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 nor your center will be identified in any publication from this study. If you have questions about ECE-ICHQ, please call Annalee Kelly, the survey director, toll-free, at 833-616-0137 or by email at eeichq@mathematica-mpr.com.

I would like to schedule a time to talk with you by phone about the staff survey. If you can email me some times you would be available to talk with me by phone that would be great. Otherwise, I will call you in the next few days to schedule a time.

Thank you for your time and for your participation in the ECE-ICHQ study. I look forward to speaking with you soon. If you have any questions prior to our call, please contact me at [RECRUITER PHONE] or by email at [RECRUITER EMAIL].

Sincerely,

[RECRUITER NAME]

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ATTACHMENT G.2

TEACHING STAFF SURVEY CENTER DIRECTOR COVER LETTER

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[ECE-ICHQ LOGO]



[RECRUITER NAME]

[Date]

Dear [CENTER DIRECTOR]:

Thank you for your continued help and participation in the study on the Implementation and Cost of High Quality Early Care and Education, also known as ECE-ICHQ.

Enclosed, please find sealed survey invitations packets we would like you to distribute; packets are addressed to the eligible teaching staff from the list you recently reviewed and updated for us. Each packet contains a \$[AMOUNT] gift card and instructions for accessing the survey on the web.

As a reminder, the teaching staff survey should only take staff about 30 minutes to complete. The survey asks questions about teaching supports and learning community in the center, as well as adult well-being. Each teacher will receive a \$[AMOUNT] gift card with their survey invitation as a thank you. We ask that teachers complete this survey within a week of receiving their invitation. We will email each staff member a \$[AMOUNT] Amazon gift code as soon as they complete the survey.

The teaching staff survey is an important part of the study and we appreciate your continued support. If you have any questions, feel free to contact me by phone at [RECRUITER PHONE] or email at [RECRUITER EMAIL].

Thank you again for your continued help with this important study.

Sincerely,

[RECRUITER NAME]

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ATTACHMENT G.3

TEACHING STAFF SURVEY INVITATION EMAIL

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TO: [EMAIL]

FROM: eceichq@mathematica-mpr.com

SUBJECT: Invitation to Complete the New ECE-ICHQ Teaching Staff Survey

ATTACHMENT: TEACHING STAFF SURVEY FLYER; TEACHING STAFF SURVEY FAQ

[INSERT OPRE LOGO] [INSERT MATHEMATICA LOGO] [ECE-ICHQ LOGO]

Dear [First Name] [Last Name]:

Earlier this year, your center participated in a study on the Implementation and Cost of High Quality Early Care and Education, also known as ECE-ICHQ. Your center helped us gather important information about how centers use their resources to support quality in early care and education. The study team is conducting a follow-up round of data collection this fall. We are only including select centers and staff 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 (ACF), Office of Planning, Research, and Evaluation (OPRE) has partnered with Mathematica, an independent research organization, to conduct the study. As part of that study, we asked you to complete a survey about how you spend your time on different activities at your center.

This fall, as part of ECE-ICHQ, we are following up with teachers who we invited to complete the time-use survey to complete an additional survey about the teaching supports you receive, the learning community in your center, and your own well-being. We are excited about the survey and hope you will be too. As one of only a small number of teachers taking part, your help is vital to the study's continued success.

The teaching staff survey should only take about 30 minutes to complete. **We recently sent a survey invitation letter with a \$[AMOUNT] gift card enclosed to you at your center as a thank you. When you complete the survey, we will send a \$ [AMOUNT] Amazon gift code to you by email.** For your convenience, the survey is accessible on the web. We ask that you complete this survey within a week of receiving this message.

As you may remember, taking part in this study is voluntary. The purpose of the study is to help identify improvements in early childhood services; there are no risks from taking part in the study. 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 nor your center will be identified in any publication from this study. If you have questions about ECE-ICHQ, please call Annalee Kelly, the survey director, toll-free, at 1-833-616-0137 or email us at eceichq@mathematica-mpr.com.

To complete the teaching staff 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 and a flyer about the teaching staff survey.

Thank you in advance for your continued 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 G.4

TEACHING STAFF SURVEY FOLLOWUP EMAIL

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TO: [EMAIL]

FROM: eceichq@mathematica-mpr.com

SUBJECT: Reminder to Complete the New ECE-ICHQ Teaching Staff Survey

ATTACHMENT: TEACHING STAFF SURVEY FLYER; TEACHING STAFF SURVEY FAQ

[INSERT MATHEMATICA LOGO] [ECE-ICHQ LOGO]

Dear [First Name] [Last Name]:

As you may recall, earlier this year your center took 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, as part of ECE-ICHQ, you were invited to fill out an additional survey about the teaching supports you receive, the learning community in your center, and your own well-being. It should only take about 30 minutes to complete. As a reminder, participation is completely voluntary, but we hope you will complete the survey to help continue to inform this important work. We ask that you complete this survey within a week of receiving this message.

We encourage you to complete the survey online at:

[Customized Survey URL]

We recently sent you a survey invitation letter with a \$[AMOUNT] gift card enclosed to you at your center address as a thank you. When you complete the survey, we will send a \$[AMOUNT] Amazon gift code to you by email. If you have questions about the study or are having difficulty accessing your web survey, please call us toll-free at 1-833-616-0137 or email us at eceichq@mathematica-mpr.com.

We have attached a list of frequently asked questions and a flyer about the teaching staff survey.

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

Sincerely,
Annalee Kelly
Survey Director

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ATTACHMENT G.5
TEACHING STAFF 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]:

Earlier this year, your center participated in a study on the Implementation and Cost of High Quality Early Care and Education, also known as ECE-ICHQ. Your center helped us gather important information about how centers use their resources to support quality in early care and education. The study team is conducting a follow-up round of data collection this fall. We are only including select centers and staff 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 (ACF), Office of Planning, Research, and Evaluation (OPRE) has partnered with Mathematica, an independent research organization, to conduct the study. As part of that study, we asked you to complete a survey about how you spend your time on different activities at your center.

This fall, as part of ECE-ICHQ, we are following up with teachers who we invited to complete the time-use survey to complete an additional survey. The survey will ask about the teaching supports you receive, the learning community in your center, and your own well-being. We are excited about the survey and hope you will be too. As one of only a small number of teachers taking part, your help is vital to the study's continued success.

The teaching staff survey should only take about 30 minutes to complete. **As a thank you we have enclosed a \$[AMOUNT] gift card. When you complete the survey, we will send a \$[AMOUNT] Amazon gift code to you by email.** For your convenience, the survey is accessible on the web. We ask that you complete this survey within a week of receiving this message.

As you may remember, taking part in this study is voluntary. The purpose of the study is to help identify improvements in early childhood services; there are no risks from taking part in the study. 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 nor your center will be identified in any publication from this study. If you have questions about ECE-ICHQ, please call Annalee Kelly, the survey director, toll-free, at 1-833-616-0137 or email us at eceichq@mathematica-mpr.com.

To complete the teaching staff 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»

[ECE-ICHQ LOGO]

We have enclosed a list of frequently asked questions and a flyer about the teaching staff survey.

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

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 and title.

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 G.6

TEACHING STAFF SURVEY FOLLOW-UP LETTER

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[ECE-ICHQ LOGO]

Annalee Kelly
Survey DirectorP.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, earlier this year your center took part in a study on the Implementation and Cost of High Quality Early Care and Education, also known as ECE-ICHQ. As part of that study, we asked you to complete a survey about how you spend your time on different activities at your center.

A few weeks ago, as part of ECE-ICHQ, you were invited to fill out an additional survey. The survey asks questions about the teaching supports you receive, the learning community in your center, and your own well-being. It should only take about 30 minutes to complete. As a reminder, participation is completely voluntary, but we hope you will complete the survey to help continue to inform this important work. We ask that you complete this survey within a week of receiving this message.

We encourage you to complete the survey online at:**[Customized Survey URL]**

USERNAME: «WebUserName»

PASSWORD: «WebPassword»

We recently sent you a survey invitation letter with a \$[AMOUNT] gift card enclosed to you at your center address as a thank you. When you complete the survey, we will send a \$[AMOUNT] Amazon gift code to you by email. If you have questions about the study or are having difficulty in accessing your web survey, please call us toll-free at 1-833-616-0137 or email us at eceichq@mathematica-mpr.com.

We have enclosed a list of frequently asked questions and a flyer about the teaching staff survey.

Thank you in advance for your continued 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.

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ATTACHMENT G.7
TEACHING STAFF SURVEY FLYER

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Your help is needed again!

Earlier this year, our center participated in a study on the Implementation and Cost of High Quality Early Care and Education, also known as ECE-ICHQ. Mathematica, a respected independent research organization, will be reaching out again to eligible teachers about completing a teaching staff survey as a follow-up to this study.

Who is eligible for the teaching staff survey?

Teachers who were invited to complete the ECE-ICHQ time-use survey earlier this year are asked to complete an additional survey.

What is the teaching staff survey?

The 30-minute survey will ask about the teaching supports you receive, the learning community in your center, and your own well-being.

Your invitation letter included instructions on how to log in to the web survey. Mathematica will also send you an email directly to log into the survey.

Your invitation letter included a **[\$[AMOUNT]]** gift card as a thank you. Mathematica will email send you a **[\$[AMOUNT]]** Amazon gift code by email once you complete the survey.



What is ECE-ICHQ?

ECE-ICHQ is a study funded by the U.S. Department of Health and Human Services, Administration for Children and Families and conducted by Mathematica. The study aims to learn about how centers use their resources to support the quality of early childhood care and education.

Questions? Didn't get the email?

Contact Mathematica toll-free at 1-833-616-0137 or send an email to eceichq@mathematica-mpr.com.

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ATTACHMENT G.8
TEACHING STAFF SURVEY FAQ

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

➤ **Q: WHAT IS THE TEACHING STAFF SURVEY?**

The teaching staff survey is part of the study on the Implementation and Cost of High Quality Early Care and Education, also known as ECE-ICHQ. The U.S. Department of Health and Human Services, Administration for Children and Families (ACF), Office of Planning, Research, and Evaluation (OPRE) has partnered with Mathematica, an independent research organization, to conduct this study.

The teaching staff survey is an online survey which asks questions about the teaching supports you receive, the learning community in your center, and your own well-being. This should take approximately 30 minutes to complete.

➤ **Q: WHO IS BEING ASKED TO TAKE THE TEACHING STAFF SURVEY?**

Teachers who were invited to complete the ECE-ICHQ time-use survey earlier this year are being asked to complete this additional survey.

➤ **Q: WHAT TIMEFRAME SHOULD I THINK ABOUT WHEN ANSWERING QUESTIONS IN THE TEACHING STAFF SURVEY?**

When answering survey questions, please think about your last program or school year; from about **September 2020- June 2021**.

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

As a thank you, we included a \$[AMOUNT] gift card in the initial survey materials mailed to you at your center. When you complete the survey, we will email you a \$[AMOUNT] Amazon gift code.

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 teaching staff survey, please call us toll-free at 1-833-616-0137 or email us at eceichq@mathematica-mpr.com.

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