

## **APPENDIX C**

### **ExCELS Interview Confirmation Emails**

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## **ExCELS Engagement Interview Confirmation Email**

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TO: [PRIMARY SITE LEADER EMAIL]

**RE: Scheduling your ExCELS Preliminary Interview**

Dear [PRIMARY SITE LEADER NAME]:

Thank you for taking the time to discuss the Early Care and Education Leadership Study (ExCELS) and agreeing to participate. As part of the ExCELS study, we ask that you participate in a 20-minute preliminary interview to collect some basic information about your center, such as the size of your center and the ages of children served there. We will also confirm if your center is eligible to be in the study.

**[IF INTERVIEW ALREADY SCHEDULED:]** I look forward to speaking with you on [DATE] at [TIME].

**[IF INTERVIEW NEEDS TO BE SCHEDULED:]** I have the following days and times available to call you to complete the preliminary interview. If none of these work for you, please let me know some days and times that fit your schedule.

- [DATE/TIME 1]
- [DATE/TIME 2]
- [DATE/TIME 3]

If you have any questions before our call, please reach out to me at [LIAISON PHONE] or by email at [LIAISON EMAIL].

Sincerely,

[LIAISON NAME]

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**ExCELS Staffing Structure and Leadership Positions (SSLP) Interview  
Confirmation Email**

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TO: [PRIMARY SITE LEADER EMAIL]

**RE: Scheduling your ExCELS Staffing Structure and Leadership Positions Interview**

Dear [PRIMARY SITE LEADER NAME]:

Thank you again for your center's participation in the Early Care and Education Leadership Study!

**[IF INTERVIEW ALREADY SCHEDULED:]** I am excited to give you a call and talk with you on [DATE] at [TIME] for our 30-minute staffing structure and leadership positions interview.

**[IF INTERVIEW NEEDS TO BE SCHEDULED:]** I am excited to give you a call and talk with you for our 30-minute staffing structure and leadership positions interview. I have the following days and times available to call you. If none of these work for you, please let me know some days and times that fit your schedule.

- [DATE/TIME 1]
- [DATE/TIME 2]
- [DATE/TIME 3]

During this call, I will ask you about your center's staffing structure and ask you to identify those staff who hold leadership roles at your center. I will ask for their names, titles, and email addresses to invite them to take part in the survey. If possible, please have this information available for our call.

If you have any questions before our call, please contact me at [LIAISON PHONE] or by email at [LIAISON EMAIL].

Sincerely,

[LIAISON NAME]

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