

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://\\_\\_\\_\\_\\_](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

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://\\_\\_\\_\\_\\_](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.  
Westat Project Director