

Appendix B. Research Information Sheets

Parent/Guardian Research Information Sheet

Teacher Research Information Sheet

Center Leader Research Information Sheet

Facilitator Research Information Sheet

District or State Personnel Research Information Sheet

CHILD RESEARCH INFORMATION SHEET

Preschool Language and Literacy Project

Your child's preschool teacher is participating in a research study with Florida State University (FSU) during the 2023/24 school year. Your child is being asked to voluntarily take part in the study as well. We are doing this study to learn more about early language and literacy development and how instruction during preschool can support all students' successful development as readers.

Students in this study will be asked to complete several language and literacy activities at two different times during the school year. In addition, we will also ask the South Carolina Office of Early Learning and Literacy to share your child's preK and kindergarten readiness assessment results with the study team.

We will coordinate with your child's teacher to schedule times to work with your child that will not take away from their classroom instructional activities. We will tell your child about our study and then ask if they are willing to complete the language and literacy activities. If your child does not want to participate or says yes and then changes their mind, your child will be returned to class. There are no consequences for choosing not to participate.

We will store your child's information in ways we think are secure (safe). We will store paper files in locked filing cabinets. We will store electronic files in computer systems with password protection.

If you prefer that we not include your child in this study please contact the project coordinator, Dr. Jennifer Dombek, at (850) 645-2980 or jdombek@fcrr.org. You can also contact the principal investigator, Dr. Sarah Herrera, at (850) 645-1748 or sherrera@fcrr.org if you have any questions.

If you have any questions or concerns about your rights as a research participant, or regarding the study and would like to talk to someone other than the researcher(s), you are encouraged to contact the FSU Institutional Review Board (IRB) office at (850) 644-7900. You may also contact the FSU IRB office by email at humansubjects@fsu.edu, or in writing at FSU Human Subjects Committee, 2010 Levy Avenue, Research Building B, Suite 276, Tallahassee, FL 32306-2742.

TEACHER RESEARCH INFORMATION SHEET

Preschool Language and Literacy Project

You are being asked to voluntarily take part in a research study with Florida State University (FSU) during the 2023/24 school year. Your students are also being asked to participate and will receive a research information sheet. We are doing this study to learn more about how professional learning opportunities focused on building a community of practice among preschool teachers can influence their knowledge and instructional practices in language and literacy development. We also want to learn more about how building a community of practice among preschool teachers can influence children's early language and literacy development.

All teachers participating in this study will be asked to do the following:

- Send a research information sheet home with the children in your class.
- Complete paper-based surveys twice during the school year. Compensation for time spent completing the surveys will be \$180.
- Allow study staff to conduct three passive observations of your classroom (fall, winter, and spring). These observations are not evaluative. They serve to document the ways teachers and students engage in language and literacy activities during the school day. Compensation for time spent coordinating with study staff to schedule observations will be \$45.
- Allow study staff to work with the participating children in your class to administer several language and literacy assessments twice during the school year. Compensation for time spent coordinating with study staff to schedule student assessments will be \$75.

Only teachers who have been randomly assigned to the experimental group will be asked to do the following:

- Attend and engage in Professional Learning Community: Emergent Literacy (PLC-EL) sessions. Twelve PLC-EL sessions will take place over the course of the 2023/24 school year. A facilitator will lead the sessions with a small group of preschool teachers. All teachers who attend all 12 PLC-EL sessions will be eligible to earn 16 hours of credit for recertification through the South Carolina Department of Education and/or SC Endeavors. Teachers will also be eligible to earn 3 credit hours toward instructional practices via Read to Succeed. Compensation for time spent attending and completing tasks for PLC-EL sessions will be \$900.
- Allow study staff to conduct two passive observations of PLC-EL sessions. These observations are not evaluative. They serve to document the ways facilitators and teachers engage in professional learning environments. Facilitators will coordinate with study staff to schedule these observations.
- A subset of teachers will be selected to participate in two focus group sessions over the course of the 2023/24 school year to learn about your expectations and experiences regarding the PLC-EL sessions. Compensation for time spent participating in focus group sessions will be \$120.

Since this is voluntary, you may skip any questions you do not feel comfortable answering over the course of the study. All surveys and focus groups completed by you will be assigned a number so only researchers in this study will be able to tell they are your responses. We will store your completed surveys and focus group records in ways we think are secure. We will store paper files in locked filing cabinets. We will store electronic files in computer systems with password protection.

If you do not want to be part of this study please contact the project coordinator, Dr. Jennifer Dombek, at (850) 645-2980 or jdombek@fcrr.org. You can also contact the principal investigator, Dr. Sarah Herrera, at (850) 645-1748 or sherrera@fcrr.org if you have any questions.

If you have any questions or concerns about your rights as a research participant, or regarding the study and would like to talk to someone other than the researcher(s), you are encouraged to contact the FSU Institutional Review Board (IRB) office at (850) 644-7900. You may also contact the FSU IRB office by email at humansubjects@fsu.edu, or in writing at FSU Human Subjects Committee, 2010 Levy Avenue, Research Building B, Suite 276, Tallahassee, FL 32306-2742 or in writing at FSU Human Subjects Committee, 2010 Levy Avenue, Research Building B, Suite 276, Tallahassee, FL 32306-2742.

CENTER LEADER RESEARCH INFORMATION SHEET

Preschool Language and Literacy Project

You are being asked to voluntarily take part in a research study with Florida State University (FSU) during the 2023/24 school year. We are asking you to take part in this research study because you hold the role of an early childhood administrator or school principal working in a public school or private childcare facility that serves preschool-aged children. We are doing this study to learn more about how professional learning opportunities focused on building a community of practice among preschool teachers can influence preschool teachers' knowledge and instructional practices in language and literacy development. We also want to learn more about how building a community of practice among preschool teachers can influence children's early language and literacy development.

All school administrators or principals participating in this study will be asked to do the following:

- Complete a paper-based survey in the fall. Compensation for time spent completing the survey will be \$70.50.

A subset of school administrators or principals participating in this study will be asked to do the following:

- Participate in two interviews over the course of the 2023/24 school year to learn about systems and supports, including facilitators and barriers that support the implementation of evidence-based strategies to support emergent literacy instruction and student learning. Compensation for time spent participating in interviews will be \$141.

Since this is voluntary, you may skip any questions you do not feel comfortable answering over the course of the study. All surveys and interviews completed by you will be assigned a number so only researchers in this study will be able to tell they are your responses. We will store your completed surveys and interview records in ways we think are secure. We will store paper files in locked filing cabinets. We will store electronic files in computer systems with password protection.

If you do not want to be part of this study please contact the project coordinator, Dr. Jennifer Dombek, at (850) 645-2980 or jdombek@fcr.org. You can also contact the principal investigator, Dr. Sarah Herrera, at (850) 645-1748 or sherrera@fcr.org if you have any questions.

If you have any questions or concerns about your rights as a research participant, or regarding the study and would like to talk to someone other than the researcher(s), you are encouraged to contact the FSU Institutional Review Board (IRB) office at (850) 644-7900. You may also contact the FSU IRB office by email at humansubjects@fsu.edu, or in writing at FSU Human Subjects Committee, 2010 Levy Avenue, Research Building B, Suite 276, Tallahassee, FL



32306-2742 or in writing at FSU Human Subjects Committee, 2010 Levy Avenue, Research Building B, Suite 276, Tallahassee, FL 32306-2742.

FACILITATOR RESEARCH INFORMATION SHEET

Preschool Language and Literacy Project

You are being asked to voluntarily take part in a research study with Florida State University (FSU) during the 2023/24 school year. We are doing this study to learn more about how professional learning opportunities focused on building a community of practice among preschool teachers can influence their knowledge and instructional practices in language and literacy development. We also want to learn more about how building a community of practice among preschool teachers can influence children's early language and literacy development. Your current role in your school or district makes you well-suited to participate in our study as a professional learning community facilitator.

All facilitators participating in this study will be asked to do the following:

- Complete paper-based surveys twice during the 2023/24 school year. Compensation for time spent completing the surveys will be \$60.
- Attend four Professional Learning Community: Emergent Literacy (PLC-EL) training sessions over the course of the 2023/24 school year (summer, fall, winter, spring). These training sessions will be led by our study staff. Compensation for time spent attending and engaging in training will be \$480.
- Lead 12 PLC-EL sessions over the course of the 2023/24 school year. As a facilitator you will use the PLC-EL materials and guidance to lead PLC-EL sessions with a small group of preschool teachers. Facilitators will be eligible to earn 16 hours of credit for recertification through the South Carolina Department of Education and/or SC Endeavors and are also eligible to earn 3 credit hours toward instructional practices via Read to Succeed. Compensation for time spent leading PLC-EL sessions will be \$480.
- Allow study staff to conduct two passive observations of PLC-EL sessions. These observations are not evaluative. They serve to document the ways facilitators and teachers engage in professional learning environments. Facilitators will coordinate with study staff to schedule these observations.

A subset of facilitators participating in this study will be asked to do the following:

- Participate in two interviews over the course of the 2023/24 school year to learn about your expectations and experiences regarding the PLC-EL sessions. Compensation for time spent participating in interviews will be \$90.

Since this is voluntary, you may skip any questions you do not feel comfortable answering over the course of the study. All surveys and interviews completed by you will be assigned a number so only researchers in this study will be able to tell they are your responses. We will store your completed surveys and interview records in ways we think are secure. We will store paper files in locked filing cabinets. We will store electronic files in computer systems with password protection.



If you do not want to be part of this study please contact the project coordinator, Dr. Jennifer Dombek, at (850) 645-2980 or jdombek@fcrr.org. You can also contact the principal investigator, Dr. Sarah Herrera, at (850) 645-1748 or sherrera@fcrr.org if you have any questions.

If you have any questions or concerns about your rights as a research participant, or regarding the study and would like to talk to someone other than the researcher(s), you are encouraged to contact the FSU Institutional Review Board (IRB) office at (850) 644-7900. You may also contact the FSU IRB office by email at humansubjects@fsu.edu, or in writing at FSU Human Subjects Committee, 2010 Levy Avenue, Research Building B, Suite 276, Tallahassee, FL 32306-2742 or in writing at FSU Human Subjects Committee, 2010 Levy Avenue, Research Building B, Suite 276, Tallahassee, FL 32306-2742.

STATE OR DISTRICT PERSONNEL RESEARCH INFORMATION SHEET

Preschool Language and Literacy Project

You are being asked to voluntarily take part in a research study with Florida State University (FSU) during the 2023/24 school year. We are asking you to take part in this research study because you hold a district- or state-level role in early childhood education. We are doing this study to learn more about how professional learning opportunities focused on building a community of practice among preschool teachers can influence their knowledge and instructional practices in language and literacy development. We also want to learn more about how building a community of practice among preschool teachers can influence children's early language and literacy development.

We are asking you to participate in two interviews (summer/fall and spring) over the course of the 2023/24 school year to learn about systems and supports, including facilitators and barriers that support the implementation of evidence-based strategies to support emergent literacy instruction and student learning. Compensation for time spent participating in interviews will be \$150.

Since this is voluntary, you may skip any questions you do not feel comfortable answering over the course of the study. All of your responses will be assigned a number so only researchers in this study will be able to tell they are your responses. We will store your interview records in ways we think are secure. We will store paper files in locked filing cabinets. We will store electronic files in computer systems with password protection.

If you do not want to be part of this study please contact the project coordinator, Dr. Jennifer Dombek, at (850) 645-2980 or jdombek@ferr.org. You can also contact the principal investigator, Dr. Sarah Herrera, at (850) 645-1748 or sherrera@ferr.org if you have any questions.

If you have any questions or concerns about your rights as a research participant, or regarding the study and would like to talk to someone other than the researcher(s), you are encouraged to contact the FSU Institutional Review Board (IRB) office at (850) 644-7900. You may also contact the FSU IRB office by email at humansubjects@fsu.edu, or in writing at FSU Human Subjects Committee, 2010 Levy Avenue, Research Building B, Suite 276, Tallahassee, FL 32306-2742 or in writing at FSU Human Subjects Committee, 2010 Levy Avenue, Research Building B, Suite 276, Tallahassee, FL 32306-2742.