Appendix C

Phase two provider and family recruitment materials

Contents

Appendix C.1

Phase two provider flyer

C.1. Phase two provider flyer

Do you care for any school-age children (age 5 and in kindergarten, or ages 6 through 12) for at least 10 hours per week?

Help try out the English or Spanish version of the Home-Based Child Care Toolkit for Nurturing School-Age Children (HBCC-NSAC Toolkit)! You will receive a $50 gift card as a thank you.

What is the HBCC-NSAC Toolkit and why was it created? The Home-Based Child Care Supply and Quality project (https://www.acf.hhs.gov/opre/project/home-based-child-care-supply-and-quality-2019-2024) is developing the HBCC-NSAC Toolkit to help home-based child care providers, who care for at least one school-age child for at least 10 hours per week, identify strengths and areas for growth in providing care for children and partnering with their families. It's important to have providers try this out, so we are conducting the HBCC-NSAC Toolkit Pilot Study. For this study, home-based child care providers are people who take care of children in a home, including licensed family child care providers and those who care for their family, friend, or neighbor's child(ren) in a home; for example, a relative like a grandma/grandpa or auntie/uncle, or a babysitter, or nanny.

How can you help?

Spend about an hour participating in this study at a time that works best for you.

- Talk with a study team member to learn about the study (about 20 minutes).

- Complete the HBCC-NSAC Toolkit provider questionnaire online, by phone, or on paper (about 30 minutes).

- If you talk with a study team member about the family questionnaire that is part of the HBCC-NSAC Toolkit (about 15 minutes) and agree to share the family questionnaire with families, you will receive an additional $10 gift card as a thank you.

Who is conducting the HBCC-NSAC Toolkit Pilot Study? Mathematica is conducting the study. The study is funded by the Office of Planning, Research, and Evaluation within the Administration for Children and Families at the U.S. Department of Health & Human Services.

Interested in participating? Please call [STUDY PHONE NUMBER] or email [STUDY EMAIL].

Appendix C.2

Phase two family flyer

C.2. Phase two family flyer

Do you have a school-age child (age 5 and in kindergarten, or 6 through 12) who receives child care in a home setting for at least 10 hours per week?

Help try out the English or Spanish version of the Home-Based Child Care Toolkit for Nurturing School-Age Children (HBCC-NSAC Toolkit)! You will receive a $10 gift card as a thank you.

What is home-based child care? Home-based child care includes any care that children receive in a home setting from someone other than a parent or guardian. For example, some children spend time before or after school, on weekends, or in the evenings at the home of a family friend, relative, or neighbor, or a licensed family child care setting.

What is the HBCC-NSAC Toolkit and why is it being created? The Home-Based Child Care Supply and Quality project (https://www.acf.hhs.gov/opre/project/home-based-child-care-supply-and-quality-2019-2024) is developing the HBCC-NSAC Toolkit that home-based child care providers, who care for at least one school-age child for at least 10 hours per week, can use to help identify their strengths and any areas for growth in how they care for children and partner with children's families. The HBCC-NSAC Toolkit includes a family questionnaire to help families and providers communicate about child care topics, like routines and types of interactions with children, that families think are important to talk about with their provider. It's important that home-based child care providers and families with children in home-based child care try this out, so we are conducting the HBCC-NSAC Toolkit Pilot Study. For this study, home-based child care providers are people who take care of children in a home, including licensed family child care operators and those who care for their family, friend, or neighbor's child(ren) in a home. They might also think of themselves as a babysitter, nanny, au pair, grandma or uncle who takes care of children.

How can you help?

Accept the HBCC-NSAC Toolkit family questionnaire from your child's provider and spend about 10 minutes completing it at a time that works best for you.

Who is conducting the HBCC-NSAC Toolkit Pilot Study? Mathematica is conducting the study. The study is funded by the Office of Planning, Research, and Evaluation within the Administration for Children and Families at the U.S. Department of Health & Human Services.

Who can I contact with questions? Please call [STUDY PHONE NUMBER] or email [STUDY EMAIL].

Appendix C.3

Phase two provider advance email

C.3. Phase two provider advance email

Subject: Invitation to try out a new Toolkit for home-based child care providers!

ATTACHMENTS: PHASE TWO PROVIDER FLYER, PHASE TWO FAMILY FLYER

Dear [NAME],

I hope you are well! [NAME OF CONTACT FROM COMMUNITY ORGANIZATION] said I could contact you. **We are offering a $50 gift card as a thank you for providers who take part in the Home-Based Child Care Toolkit for Nurturing School-Age Children (HBCC-NSAC Toolkit) Pilot Study.**

We are having HBCC providers try out the English or Spanish version of the HBCC-NSAC Toolkit. Home-based child care providers like you can use it to help identify strengths and areas for growth in providing care for children and partnering with their families. The HBCC-NSAC Toolkit is for individuals who care for at least one school-age child (age 5 and in kindergarten, or ages 6 through 12) in a home for at least 10 hours per week.

In total, we are asking for about an hour of your time, and the study activities will take place at a time that works best for you.

- First, I would like to talk with you for about 20 minutes to explain the HBCC-NSAC Toolkit Pilot Study and answer your questions.

- Then, if you agree to take part, we'll send you the HBCC-NSAC Toolkit provider questionnaire to fill out. This will take about 30 minutes.

- We would also like to talk with you for about 15 minutes to explain the family questionnaire that is part of the HBCC-NSAC Toolkit. We will ask you to give the family questionnaire to one or more families to complete. If you talk to us about the family questionnaire and agree to share it with families, you will receive an additional $10 gift card as a thank you.

This study is being conducted by Mathematica. It is funded by the Office of Planning, Research, and Evaluation within the Administration for Children and Families, U.S. Department of Health and Human Services. Please read the attached flyers for more information.

Please help try out the new HBCC-NSAC Toolkit! If you'd like to take part or have questions, please reply to this email or call [PHONE NUMBER]. The HBCC-NSAC Toolkit Pilot Study team will contact you soon to discuss the study details.

Sincerely,

[NAME] for the HBCC-NSAC Toolkit Pilot Study team