

Appendix F

Family data collection instructions

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Appendix F.1

Provider instructions

F.1 Provider instructions

NOTE TO REVIEWERS: We plan on sending the contents of this letter via email or letter, modified as appropriate for the mode.

HBCC-NSAC Toolkit Study family survey: Provider instructions

READ ME FIRST: Thank you for agreeing to share the family survey! Follow the steps below.

Instructions

[PLACEHOLDER: PHOTO OF GENERIC FAMILY SURVEY PACKET]

1: Give one **family survey packet** (labeled: [LABEL]) to a parent or guardian from each family with **school-age children** (age 5 and in kindergarten, or ages 6 through 12) in your care. This person should be at least 18 years old and will need to complete the survey in English.

[PLACEHOLDER: PHOTO OF FAMILY SURVEY CHECKLIST]

2: Ask families to read the family checklist in the packet first.

The family checklist will tell families to:

1. Fill out the consent form and family survey by [DATE]. They can complete both online using the web link/QR code, on paper, or call the study phone number to complete it over the phone.
2. If completing the survey on paper, put their completed consent form and family survey in the provided envelope, and seal it. They will return the sealed envelope to you.

[PLACEHOLDER: PHOTO OF COMPLETED RETURN ENVELOPE]

3. Please check with families to see if they completed the survey over the web, on paper, or over the phone. Collect sealed envelopes from families who choose the paper option and place each of their sealed envelopes into the **prepaid return envelope**. Drop the envelopes off at [MAIL CARRIER DROP OFF].

If you have any questions, please call [STUDY PHONE NUMBER] or email [STUDY EMAIL].

The referenced collection of information is voluntary. Information will be kept private. 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 XXXX-XXXX and the expiration date is XX/XX/20XX

Inside this package you will find:

- **A \$10 gift card for YOU!**
- **Family survey packets.** Give a packet to each family to complete the family survey. The packets include:
 - a. \$5 gift card
 - b. Family survey participation checklist
 - c. Family flyer
 - d. Family consent letter, consent form, and family survey (paper)
 - e. Self-seal envelope for paper option
- **Prepaid mailing materials.** Use these materials to send back completed paper family survey(s) to the study team.



Appendix F.2

Family survey participation checklist

F.2 Family survey participation checklist

HBCC-NSAC Toolkit Study family survey participation checklist

READ ME FIRST: Thank you for participating in the Home-Based Child Care Toolkit for Nurturing School-Age Children Study! This packet has a \$5 gift card for you. Once you complete the survey, we will send you an additional \$10 gift card. To complete the family survey, follow the steps below.

1. Make sure you are the correct person.

- Are you at least 18 years old, the parent or guardian of a school-aged child (age 5 and in kindergarten or 6 through 12) who is in home-based child care, and able to complete the survey in English?
 - If yes, complete steps 2-4 below.
 - If no, give this packet to the person who is at least 18 years old, is most responsible for the school-aged child(ren)'s care, and can complete the survey in English.

[PLACEHOLDER: PHOTO OF FLYER]

2. Read the family flyer to learn about the study.

3. Complete the consent form and family survey. There are THREE ways you can do this. Please choose ONE:

A. **Online:** Fill out the family consent form and survey online here [QR CODE/WEB LINK]

OR

[PLACEHOLDER: PHOTO OF CONSENT FORM AND SURVEY]

B. **On paper:** Fill out the paper family consent form and survey included in this the packet.

[PLACEHOLDER: PHOTO OF COMPLETED RETURN ENVELOPE]

- Put your completed family consent form and survey in the envelope and seal it. Please check you completed the consent form. We need it to send you the additional \$10 gift card.
- Return the sealed envelope to your child's home-based provider.

OR

C. **Over the phone:** Call us at [STUDY PHONE NUMBER] to complete the family consent form and survey over the phone in English.

If you have any questions, please call [STUDY PHONE NUMBER] or email [STUDY EMAIL].

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