[Insert School Letterhead here]

[DATE]

Dear Kindergarten Parents/Caregivers:

Our school is partnering with the Human Early Learning Partnership (HELP), a research institute at the University of British Columbia, to do the Childhood Experiences Questionnaire (CHEQ). The CHEQ is an online questionnaire completed by parents and caregivers as their child enters Kindergarten. It focuses on experiences your child has had over the last few years that are strongly linked to children’s health and well-being, education, and social outcomes. The CHEQ also includes COVID-19 related questions to help us understand the secondary impacts of the pandemic on children and families. **As a parent/caregiver of a Kindergarten student at [insert school name], you are invited to fill out the CHEQ [insert time/event].**

The information from the CHEQ is shared with our school district and early years community to strengthen programs and services for families. Our school and Kindergarten teachers can also use it to better understand the different kinds of experiences children had before starting Kindergarten so that we can support them better.

**The questionnaire does not assess your child’s skills or abilities, or your parenting. The CHEQ is simple and easy to complete and will take approximately 15 minutes of your time. Your participation is voluntary.**

[*for districts hosting a CHEQ Meeting ONLY:* You are invited to a CHEQ Meeting on **[DATE]** where you will be able to complete the CHEQ while your child is in Gradual Entry. [Insert any other relevant details about the session].

You will be given a login sheet with credentials so that you can access the CHEQ e-System. When you log in, you will be presented with a consent form available in English, Arabic, Simplified Chinese, Traditional Chinese, Farsi, French, Japanese, Korean, Spanish, Tagalog (Taglish), Punjabi and Vietnamese. It is up to you if you wish to participate and you will have the option to withdraw. **Please note, the CHEQ is available in English, Punjabi, and Simplified Chinese**. HELP is responsible for keeping CHEQ data safe; your child’s personal information is kept in a secure research environment at the University of British Columbia.

If you would like more detailed information about the CHEQ or if you have any questions about this project, please visit the CHEQ website: <https://earlylearning.ubc.ca/monitoring-system/cheq/cheq-overview/> or contact the CHEQ Project Team: cheq@help.ubc.ca or 604.822.3361. If you have any questions at any time about our school’s participation, please contact [insert school CHEQ contact name here].

**While your completion of the CHEQ is completely voluntary, we encourage you to participate as the data from the CHEQ can help us become more aware of ways to create early experiences to help children in our community thrive. We thank you in advance for your support.**

Warm regards,

[Insert principal signature here] [If applicable: insert CHEQ school contact information here]