[Insert School Letterhead here]

[DATE]

Dear Kindergarten Parents and Caregivers:

Our school is partnering with the Human Early Learning Partnership (HELP), a research centre at the University of British Columbia, to do the Childhood Experiences Questionnaire (CHEQ). The CHEQ is an optional online questionnaire completed by parents and caregivers as their child enters kindergarten. It focuses on experiences your child’s experiences over the past few years that are strongly linked to children’s health and well-being, education, and social outcomes. **As a parent/caregiver of a Kindergarten student at [insert school name], you are invited to fill out the CHEQ [insert time/event].**

**AT A GLANCE**

* Information from the CHEQ is shared with our school district and early years community to help strengthen programs and services for families
* Our school and kindergarten teachers can use the information to better understand the diverse experiences children had before starting kindergarten so that we can provide better support HELP is responsible for keeping CHEQ data safe; your child’s personal information is stored in a secure research environment at the University of British Columbia.

**What is Involved?**

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

**Next Steps**

[*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 receive login information to access the CHEQ online (https://cheq.ubc.ca/)
* After logging in, you will see a consent form (translated versions available). Your participation is optional, and you have the right to withdraw at any time. **Please note, the CHEQ is available in English, Punjabi, and Simplified Chinese**.

**More Information**

* If you would like more detailed information about the CHEQ or if you have any questions, 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 completing the CHEQ is voluntary, we encourage you to participate as information from the CHEQ helps us support children and families in our community to thrive. We thank you in advance for your support.**

Warm regards,

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