*[District Administrators: Please copy the text below into an email and customize to fit your needs]*

Dear School Administrators and Teachers,

Our school district is participating in the **Childhood Experiences Questionnaire (CHEQ)** project this year. The CHEQ is a questionnaire created by the Human Early Learning Partnership (HELP), a research centre based out of the **University of British Columbia (UBC).**

**ABOUT THE CHEQ**

**Parents/caregivers of kindergarten children complete the CHEQ** and provide information about their child’s experiences before kindergarten in key areas of development. These data can then be used to better understand the early experiences of children and families; provide more insight into strategies that might improve children’s transition into the school system; and connect the early years and school systems in providing services to children and families. Also, by participating in the CHEQ, your school will receive reports that highlight the variability in student experiences that can support classroom planning, school programming, and planning around district-wide programs and policies.

**YOUR ROLE**

At this time, the Principal of your school is currently the designated **CHEQ Leader**. If you are planning to have another staff member or members lead the CHEQ, **please let us know that person’s name, contact information, and role**. The main responsibility of the CHEQ Leader is to host a meeting where your Kindergarten parents/caregivers can complete the CHEQ through HELP’s online system. We recognize that this is a very busy time of year but hope that we can prioritize this important initiative with enough advance planning.

**NEXT STEPS**

To ensure the administration of the CHEQ is as straightforward as possible, HELP has created an [administration blog](https://blogs.ubc.ca/cheq/cl-spring/), your one-stop shop for all things CHEQ. This blog includes all the steps and resources you need to successfully administer the CHEQ. **Please review the blog and bookmark the** [**CHEQ Leader**](https://blogs.ubc.ca/cheq/cl-spring/) **page for future use.**

To ensure that all CHEQ Leaders are well-equipped, we ask that you watch the CHEQ Leader Training video [here](https://blogs.ubc.ca/cheq/cheq-leaders/resources/#webinar). For e-System related support, we have developed **brief** [**training tutorials**](https://blogs.ubc.ca/cheq/e-system-tutorials/)**.** As the designated CHEQ Leader for your school, you are **encouraged** to reference these resources. If you will not be the CHEQ Leader for your school, please have another representative from your school watch the tutorials. You can access these training tutorials by clicking [here.](http://blogs.ubc.ca/cheq/e-system-tutorials/)

* You can access a checklist and other resources online at the administration blog: https://blogs.ubc.ca/cheq/cl-spring/
* You can learn more about the CHEQ on the HELP website: <https://earlylearning.ubc.ca/monitoring-system/cheq/cheq-overview/>
* You can contact the CHEQ Project Team at [cheq@help.ubc.ca](mailto:cheq@help.ubc.ca) or **604-822-3361**

**THANK YOU!**