## **Early Child Development Program of Research: Early Development Instrument**

**Teacher Letter**

**Principal Investigator:** Dr. Mariana Brussoni, [mbrussoni@bcchr.ubc.ca](mailto:mbrussoni@bcchr.ubc.ca), Human Early Learning Partnership (HELP), University of British Columbia (UBC)

**Co-Investigator:** Dr. Barry Forer, HELP, UBC

**Co-Investigator:** Dr. Martin Guhn, HELP, UBC

**Project Contact:** Marit Gilbert, [edi@help.ubc.ca](mailto:edi@help.ubc.ca), (604) 827-5504

Dear Kindergarten Teacher,

In February, your school will be participating in the **Early Development Instrument (EDI)** project in partnership with the [Human Early Learning Partnership (HELP)](https://earlylearning.ubc.ca/) at the University of British Columbia (UBC). You are invited to participate by completing the EDI questionnaire for students in your classroom. The EDI is a questionnaire about children’s social and emotional development, health and well-being, language and cognitive development, and communication skills. The EDI was developed by child development experts and researchers in Canada and with the help of Kindergarten teachers and school administrators. The Government of British Columbia (BC), has funded the collection and use of the EDI for over 20 years.

**AT A GLANCE**

* You will be invited to complete the EDI for each of your students in February, unless a parent/guardian has withdrawn their child by contacting you or the [EDI project team](mailto:edi@help.ubc.ca);
* The EDI helps us understand trends in children’s development at the group level, such as a neighbourhood or school district;
* The EDI is **not** an individual assessment of a student, and a student’s EDI results will only be reported in a summary with other students;
* The EDI questionnaire and further information are available at: https://earlylearning.ubc.ca/monitoring-system/edi/parent-caregiver-info/

# **What is the purpose of the project?**

The purpose this project is to improve the understanding of influences on children’s development across BC, and over time. Information from the EDI has proven essential to schools, health professionals, early years service providers, communities and governments in planning programs and supports for children and families.

EDI data can provide insight into how Kindergarten children are doing and encourage discussions about the factors affecting children's early development in neighbourhoods across the province. The information from the EDI is used to increase awareness of the ways in which we can create environments in which children can thrive.

# **Participation is voluntary for parents/guardians**

The EDI is voluntary and a parent/guardian may withdraw their child’s data from the EDI within four weeks of receiving the Parent/Guardian Informed Passive Consent Letter by notifying you, the school, or the EDI project team at HELP ([edi@help.ubc.ca](mailto:edi@help.ubc.ca)). There is a withdrawal slip on the letter that parents/guardians can complete and submit to you. You or the EDI project team can then withdraw the child’s data from the system.

# **What will happen?**

In January, you will be invited to participate in standardized training on how to complete the EDI questionnaire. In February, you can complete the questionnaire online, answering questions about five areas of development: 1) physical health and well-being; 2) social competence; 3) emotional maturity; 4) language and cognitive development; and 5) general knowledge and communications skills. There is no direct involvement of students in completing the EDI questionnaire. The online questionnaire also includes a teacher profile section with questions on demographics, previous completion of the EDI, teaching history, and whether the COVID-19 pandemic affected teacher well-being and the developmental skills of Kindergarten children.

# **How are Kindergarten teachers compensated?**

HELP reimburses Kindergarten teachers (through their school districts) for completing EDI training and questionnaires. Teachers are reimbursed for their training time and for the equivalent of 20 minutes of teacher replacement time for each EDI completed. Some districts may instead opt to provide time in lieu or an honorarium to their teachers as opposed to paying a Teacher on Call. The completion of this work by teachers is voluntary.

# **How will the EDI data be protected, stored and used?**

Your responses to the EDI questions are **private and confidential**. No information is added to students’ school records from the EDI questionnaire. Your students and your school will not be identified in research publications or in public documents. Information collected from the teacher profile section is only used for research, planning or evaluation purposes.

To take part in the EDI, your school district provides HELP/UBC information about your students, including their name, Personal Education Number (PEN), date of birth, gender, postal code and whether they are First Nations, Métis or Inuit. Additional information including whether they have a disability or diverse ability, or if they are an English Language Learner or in a French Immersion program is shared for research and reporting purposes. Your students’ names are only used so that you can complete the questionnaire. The names are removed from the EDI data set once the EDI questionnaire has been completed.Personal information is stored separately from your answers to the EDI questionnaire to protect your students’ privacy. EDI data are stored in a secure environment.

EDI data can only be used for approved research projects **under Federal and Provincial/ Territorial privacy laws**. Researchers may apply for permission to use the EDI data for research or statistical purposes. Approved researchers will be provided access to data that cannot be connected to any individual student.

The data gathered using the EDI may be linked at the individual level to other data to learn about the factors that influence children’s well-being, health, and school success. Other data may include education and health information. The data that are linked **can *only* be used for research or statistical purposes by HELP approved researchers, under an approved Research Agreement, or for program planning, evaluation, or research purposes through an Information Sharing Agreement.**

As the license-holder of the EDI, the Offord Centre for Child Studies at McMaster University receives a copy of students’ EDI data, postal code, gender and month of birth, as well as teacher profile data to enable approved national research.

Data are also shared with BC Ministries of Government and Health Authorities for specific purposes of program planning, evaluation, research, or statistical purposes. Data shared with the Ministries and Health Authorities may be linked to other data sets and are de-identified before access and use for analysis, in accordance with the Information Sharing Agreement in place. Reporting can only take place at the group level. More information is available at: <https://earlylearning.ubc.ca/about/privacy-and-ethics/>. For questions related to the privacy of your students’ data, please contact HELP’s Privacy Officer at [privacy@help.ubc.ca](mailto:privacy@help.ubc.ca) .

# **EDI Reports**

School reports are provided directly to school districts and schools, and are not shared publicly. HELP provides public community reports and neighbourhood maps of the data to support decision making towards improving policies, programs and services for children and families. These reports are available at: <https://earlylearning.ubc.ca/reports/edi-reports/> .

# **Where can I get more information on the project?**

For more information, please visit HELP’s website at [www.earlylearning.ubc.ca/edi](http://www.earlylearning.ubc.ca/edi) . If you have any questions or concerns please contact Marit Gilbert, Project Lead, via email at [edi@help.ubc.ca](mailto:edi@help.ubc.ca) or by phone at 604-827-5504.

If you have any concerns or complaints about your rights as a research participant or your students’ rights, please contact the Research Participant Complaint Line in the UBC Office of Research Ethics at the University of British Columbia at 604-822-8598,or if long distance, e-mail [RSIL@ors.ubc.ca](mailto:RSIL@ors.ubc.ca) or call toll free 1-877-822-8598. You can also contact the principal investigator at the number or email provided below.

Yours sincerely,

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Dr. Mariana Brussoni

Director, Human Early Learning Partnership

University of British Columbia

[mbrussoni@bcchr.ubc.ca](mailto:mbrussoni@bcchr.ubc.ca)

Name, School District EDI Contact

Title within District

Telephone: # Email:­­­--------------------