Dear Parent or Guardian,

Welcome to LEGACY! We are very excited that your child’s afterschool program has agreed to be part of the LEGACY (Leading, Educating, Guiding A Community of Youth) Together project, a Penn State University research study that explores ways to strengthen afterschool programs. We wanted to take this opportunity to share a few details about the project with you.

To begin, your child’s afterschool site is one of 24 sites participating in the study this year. Twelve of the sites will receive a new program to use with their children and will be referred to as intervention sites. The other twelve will continue to run their afterschool programs as they usually do and will be called control sites. Sites will be randomly selected into one group or the other.

As you can imagine, a research project of this size requires several types of staff. There are two groups of staff who will be with you on a regular basis throughout the school year. Here is a description of who they are and what they will be doing:

**Coaches** – We have coaches who will visit the sites throughout the year:
1. to collect consent forms in the fall and again in the winter
2. to help the intervention sites put the new program into practice at their sites

**Data Collectors** – We have a core of trained and certified data collectors and researchers who will visit the afterschool sites to do several things:
1. to conduct surveys with the staff and the 2nd-5th grade children in the program - once in the fall (pre-survey) and again in the spring (post-survey)
2. to observe the program several times throughout the year

Here are a few things to know about the consenting process, the surveys, and the observations:

**Consenting Process**
- If you are a parent of a child in 2nd – 5th grade, you will receive two pieces of information: One gives you information about the survey and your willingness to allow your child to participate, and the other asks permission to film and photograph your child.

**Surveys**
- Children (grades 2nd – 5th) will be asked to complete a survey. The surveys help us learn more about afterschool programs and the people participating in them. **There are no right or wrong answers.**
- The children will take their survey on a handheld electronic device.
- Survey data are assigned an individual identification number so that **no names** or other identifiable information are recorded on the data.
• Surveys are returned directly to Penn State for analysis and safeguarding. No public reports will be produced in which site, staff or student names or other information would be identifiable in any way.
• Because it is important for the purpose of our study that participants feel comfortable to answer survey questions honestly, it is our top priority to ensure that this data is protected and that the identity and location of all participants remains anonymous at all times.

Observations
• Observations are designed to help us better understand what afterschool programs are really like on a day-to-day basis and, as such, there is no need for anyone to change what they would normally be doing for the sake of our observers.
• Observations do not record any personally identifiable information about students. For most items, staff and students are referred to as a general group ("staff" and "students").
• Observation records are returned directly to Penn State’s for analysis and safeguarding. No public reports will be produced in which site, staff or student names or other information would be identifiable in any way.

Finally, below is a general timeline of upcoming events associated with the study so you can anticipate when our research staff will be visiting your child’s afterschool program:
• September – Consenting of parents
• September/October/November/December – Two observations and pre-surveys with Directors, Staff, Children
• October/November – Training of the staff at sites receiving the new program
• January – Consenting of parents of new children
• February – One observation
• March/April/May/June – Two observations and post-surveys of Directors, Staff, Children

We believe that understanding how afterschool programs can impact the lives of children can only happen with your help, and we deeply appreciate your participation. If at any point you have questions about the study, please do not hesitate to contact one of us.

Sincerely,

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