**From: Diane Schilder**

**To: Elena Truworthy**

**Subject: Urban Institute Study of non-traditional hour child care preferences**

**Date: November 2, 2020**

**Introduction**

I am writing to provide follow up details about our study of non-traditional hour child care. As I mentioned in our discussion, Urban Institute has received a grant from the Robert Wood Johnson Foundation to support this study, which involves analysis of data on the potential demand for nontraditional hour care, an analysis of the supply of available care, and interviews with families to assess their preferences about child care during non-traditional work hours.

**About the study**

Gina Adams and I are leading the study that involves interviews with families of children under age five who work nontraditional hours and use child care. By nontraditional hours, we mean before 7:00 am, after 7:00 pm and weekends. Our study is designed to answer questions about the potential demand for non-traditional hour child care and the types of care that families prefer.

**Community Based Organization and Urban Roles and Responsibilities**

Urban Institute is asking for your help finding Community Based Organizations (CBOs) to serve as partners in disseminating information to families to volunteer to participate in telephone interviews and in identifying community stakeholders who might be interested in speaking with us about the supply and potential demand for nontraditional hour care. During the family interviews, we will ask about the types of child care they prefer and also about the child care they are currently using.

If CBOs choose to partner with us, the Urban Institute study team is asking the CBO to:

* Send information about the study via email to families or through posting flyers with information about our study. The email or flyer will include detailed information that the study is seeking families to participate in voluntary one-hour telephone interviews and in return will receive a $35 Amazon gift card.
* Share with us your ideas of potential community stakeholders who are aware of the supply and demand for nontraditional child care in your community.
* Participating in a Zoom meeting so we can share the voluntary nature of family and stakeholder participation and issues of confidentiality.
* After the Zoom meeting, the study team will ask the CBO to send emails to families who meet the study criteria and to community stakeholders.

The Urban Institute study team will provide partnering CBOs with:

* An Amazon gift card for **$250** as a thank you for their assistance;
* Information about the study including summary information about the potential demand for nontraditional hour child care;
* Sample emails and language to include flyers to share with families;
* A short meeting via Zoom to review processes to notify families about the voluntary nature of the study and to answer questions you might have about confidentiality;
* Final report summarizing the findings.

Note that we understand that the role of each CBO is limited to a role of helping us disseminate information about our study. The partnering organization is not responsible for recruitment of families.

**Next Steps**

As a follow up, we can schedule a Zoom meeting we will answer your questions and provide you with additional information. Please reach out directly to me if you have additional questions directly at [dschilder@urban.org](mailto:dschilder@urban.org) or 617-816*-2026.*Thank you for considering the request.