The Nominated Supervisor
«Service»
«Address1»
«Suburb» «State» «Postcode»

Dear Nominated Supervisor

CHILD CARE HEALTH SURVEY
INFORMATION FOR NOMINATED SUPERVISORS
Version 4, dated 18/07/2013

Over the past few years, your service has participated in the Good for Kids. Good for Life program and evaluation conducted by Dr Luke Wolfenden from Hunter New England Population Health. The purpose of the project is to identify opportunities for Early Childhood Education and Care services to promote physical activity and healthy eating in children. The purpose of this correspondence is to thank you for participating in the program and evaluation to date, and to invite you to participate in a survey to evaluate the ongoing effectiveness of the healthy eating and physical activity programs being implemented over the next three years. While all childcare services will receive healthy eating and physical activity support over this period, the type of support and the order in which it is offered to services will be randomly determined.

Why is the research being done?
We understand that Early Childhood Education and Care services already have a number of systems and practices in place that are conducive to children developing healthy lifestyles. However, we would like to identify if there are additional ways to support childcare services to encourage children to consume healthy foods and drinks and participate in physical activity.

Who can participate?
All Nominated Supervisors of Early Childhood Education and Care services within the Hunter New England region will be invited to participate.

What will you be asked to do?
We will be contacting you via telephone in approximately two weeks to invite you to participate in a short survey, which can be conducted at a time convenient to you. The purpose of this survey is to ask you about the current policies and practices relating to healthy eating and physical activity in your service, and to update our records with any new service contact details. If you provide meals and snacks to children you will be also asked about your menu, so it would be helpful if you could have a copy of your menu from last week to refer to during the call. The telephone survey should take approximately 20-25 minutes to complete.

What are the risks and benefits of participating?
Participation in the telephone survey will allow the research team to tailor the support we can offer your service regarding healthy eating and physical activity policies and practices. We don't anticipate there will be any risk to you or your service from participation.

How will your privacy be protected?
Any information provided during the Nominated Supervisors telephone survey will be stored electronically in a secure facility. All information transferred electronically will be done in a file which is password protected. It will not be possible to identify individuals or services from any publication or presentation arising from the research.

**What choice do you have?**
Participation in this research is voluntary. Whether or not you decide to participate, the decision will not disadvantage you or your service in any way. If you do participate, you may withdraw from the research at any time without giving a reason, and you will have the option of withdrawing any information you have provided.

**How will the information collected be used?**
Information provided during the Nominated Supervisors telephone survey will be fed back to your service. A report summarising the results of the Childcare Health Survey across the region will be made available to your service following program completion. The summary report will not identify any individuals or children's services. Data from the study may also be presented at scientific conferences, be published within scientific journals or form part of student theses, or provided to the NSW Ministry of Health. No other childcare service or organisation will be able to find out the results of your service and no individuals or children's services will be able to be identified in any report or publication by the program. Over the three years of the program we will contact you periodically to invite you to participate in future surveys.

**What do you need to do to participate?**
If you would like your service to participate in this research, please indicate this when our trained interviewer calls. If there is anything that you do not understand, or you would like more information, please contact Pennie Gibbins on (02) 4924 6235.

**Thank you for considering this invitation**

Yours sincerely

[INSERT SIGNATURE]

Dr Luke Wolfenden
Good for Kids

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This project has been approved by the Hunter New England Human Research Ethics Committee of Hunter New England Health, Reference: 06/07/26/4.04 and Department of Education and Training, Reference:

Should you have concerns about your rights as a participant in this research, or you have a complaint about the manner in which the research is conducted, it may be given to the researcher, or, if an independent person is preferred, to Dr Nicole Gerrand, manager, Research Ethics and Governance, Hunter New England Human Research Ethics Committee, Hunter New England Health, Locked Bag 1, New Lambton NSW 2305, telephone (02) 49214950, email Nicole.Gerrand@hnehealth.nsw.gov.au