

SAMPLE LETTER OF INTRODUCTION AND CONSENT FORM

1. Letter of Introduction for Director, Parents, and Teachers
2. Parental Consent Form

Each research setting has its own requirements regarding the protection of human subjects, and its own requirements regarding what types of permissions need to be obtained from parents and teachers. The following letter and consent form are only offered as examples. Please consult with the director of the center or centers where you plan to conduct your research and with your own institutional board for the protection of human subjects about locally applicable regulations and requirements.

I would add, nevertheless, that we are firm believers that the subjects of our studies deserve the opportunity to be debriefed about the findings. This is why on all of our studies we add a box where parents and staff can check off if they would like a précis (in lay terms) of the findings of the study.

**The School of Architecture
& Urban Planning** **The University of Wisconsin-Milwaukee**

EVALUATION OF EARLY CHILDHOOD ENVIRONMENTS PROJECT

Dear Parents and Teachers:

Professors Gary T. Moore and Harry Van Oudenallen, with the research assistance of Naomi Leiseroff and Marleen Sobczak, are conducting a study of the physical environment of child care centers.

We are in the process of talking with teachers and observing children to see how they use space, and what impact space has on daily activities. While a lot is known about the role of teachers, parents, and curriculum, this is one of the first studies to look at the role of the physical environment on the development of children. The study will have implications for better architectural design and interior layout of day care centers around the city, county, and elsewhere.

In order to complete our study, we would like to observe groups of children in the classroom a few times over the next month. One of the trained assistants will be present in the room to take notes. At no time will our study interfere with the children, staff, or curriculum. No names or information on individual children will be recorded--we are interested only in group results. The notes we take will be recorded in an anonymous fashion, and will be kept in strict confidence.

Once the study is completed, we will be pleased to give you a summary of the results as a partial thank-you if you check off the box on the next page. In the meantime, if you have questions, please contact either of us at the below address and telephone number.

If you have complaints about the study, please call or write Dr. William Hoffman, Vice-Chair, Institution Review Board for the Protection of Human Subjects, Graduate School, University of Wisconsin-Milwaukee, Milwaukee, WI 53201. Tel. 414-963-5120. Although Dr. Hoffman will ask your name, all complaints are kept in confidence.

This research project has been approved by the University of Wisconsin-Milwaukee Institutional Review Board for the Protection of Human Subjects.

Thank you for your assistance and cooperation.

Sincerely yours,


Gary T. Moore
Assistant Professor
Director, Environment-Behavior Research Institute

The School of Architecture & Urban Planning **The University of Wisconsin-Milwaukee**

PARENTAL CONSENT FORM: EVALUATION OF EARLY CHILDHOOD ENVIRONMENTS PROJECT

I have received a complete description of the study and agree to have my child participate.

Name of Center

Child's Room

Parent's Signature

Child's Name

Date

I would appreciate a copy of a summary of the results when the study is completed.

Yes

Address: Number and Street

City and State

Zip Code

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Thank you for your cooperation.
