1. Researchers will reach out to the director, Heather Canfield, preferably via email (hcanfield@necoxmail.com/860-684-6985) to ask permission to conduct a study. **Researcher will say that they are with UCONN K.I.D.S.** The director will request needed materials, such as the IRB-approved parent permission form and study protocol. This program is year round, but the school year would be the best time for researchers to come in.

2. Researchers will submit IRB approved parent permission form and study protocol to the director or coordinator of the program. They will include Caroline Thibodeau, Child Research Recruitment Coordinator, in these interactions via email so she can keep track of submitted protocols and the tasks and procedures of each researcher (caroline.thibodeau@uconn.edu/860-486-2675).

3. Study approval will be decided by the program director or coordinator. The researcher will be notified of approval via email. The Child Research Recruitment Coordinator will be included in this email notification as well.

4. Programs will designate/describe how they wish researchers to become familiar with the children in a specific classroom or room environment prior to beginning data collection. **For data collection, the morning hours are the most convenient for this program.** The school age range will be the toughest for this program to provide, where this age range is only at the center for a few short hours after school.

5. Once researchers have been approved to do research at the program the following steps must be completed by the researcher.

   - a) Researcher will request list of program children from director or coordinator of facility for tracking parental permission.

   - b) Researcher will either distribute approved, dated parent permission forms, (include the IRB number) to the director of the program to distribute to children, or will distribute the forms themselves, in parent mail pockets or backpacks of children (depending on what the program feels most comfortable with).

   - c) Researcher will tape a large envelope, clearly labeled with name of study next to parent pockets for the collection of parental permission forms.

   - d) When all permission forms have been collected, researcher will submit two items to the program director or coordinator: 1) A list of all participating children. 2) A copy of each signed parent permission form. Researcher will email the Child Research Recruitment Coordinator when this is done.

   - e) When it comes time to schedule data collection, the researcher will contact the Child Research Recruitment Coordinator via email or telephone and provide days and time of their availability. The Child Research Recruitment Coordinator will then contact the director of the program to coordinate a time for the researcher to come in to the program. Once the Child Research Recruitment Coordinator finds a time that will work for both the researcher and the program, the Recruitment Coordinator will send a notification email to both the researcher and the program director with the day and time. Studies normally take about 20 minutes to complete.

   - f) In the event of a cancellation, the researcher should contact the Child Research Recruitment Coordinator, who will contact other available researchers to let them know that this time-slot is now open. The coordinator will notify the director of the after-school program in the event that this does happen.

   - g) Researcher will place a copy of the signed permission forms in the Parent Pockets of those children that will be participating in the study when they come in to do the study.

   - h) Once data collection has been completed, researchers will let the Child Research Recruitment Coordinator know. The Child Research Recruitment Coordinator will then notify the program director or coordinator in writing or by email. Researchers should also let the Child Research Recruitment Coordinator know if a specific study is continuing with a different researcher or if data collection is reopened for a particular study the next year. The Child Research Recruitment Coordinator will then let the program director or coordinator know.