UCONN K.I.D.S. Procedures for Research at Discovery Zone Learning Center, Columbia

Address: 2 Orlando Drive, Columbia, CT 06237

1. Researchers will reach out initially to the assistant director of the center, Sheyla Ramos via telephone (860-228-8885) to ask permission to conduct a study. **Say that you are with UCONN K.I.D.S.** The assistant director will request any needed materials, such as the IRB-approved parent permission form and study protocol. Other interactions with the assistant director following the initial interaction will be via email (sheyla@dzlckids.org).

2. The researcher will follow-up with an email to the assistant director, further explaining their research, listing all names of researchers/graduate students participating in the study, and submitting any materials requested during the initial phone call. Researchers will cc. Robin Green, the executive director of Discovery Zone Learning Center in this email (robin@dzlckids.org). Also, include Caroline Thibodeau, Child Research Recruitment Coordinator, on this email so she can keep track of submitted protocols, the progress of the application and the tasks and procedures of each researcher (caroline.thibodeau@uconn.edu/860-486-2675).

3. Approval will be decided by the assistant director of the center. The faculty PI or student researcher will be notified of approval via a site authorization form (which can be emailed by the program director). The Child Research Recruitment Coordinator will be included in this email notification as well.

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

   - a) Request list of program children by class and first name from the assistant director of facility for tracking parental permission via email.

   - b) Distribute approved, dated parent permission forms, (include the IRB number) in parent mail pockets or backpacks of children at the center. During this visit to the center, with the approval of the assistant director, stop by the classroom (s) of the age range you will be studying and briefly introduce yourself to the class, so you are a more familiar face when you come back to collect data.

   - c) 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, email two items to the program assistant director and director of the center: 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 assistant director via email to coordinate a time for the researcher to come in to the center.
     1) Researchers are free to come in to the center for preschool ages any time between 7:00 am and 1:30 pm. For the after school program, researchers can come in after 3:30 pm.

     Once the Child Research Recruitment Coordinator finds a time that will work for both the researcher and the center, the Recruitment Coordinator will send a notification email to the researcher, the assistant director and the director with the official day and time. 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 assistant director of the center in the event that this does happen.

   - f) Before beginning each session with children, sign in and use appropriate Visitor label.

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