1. Researchers will reach out to the director or coordinator of the Manchester Early Learning Center Preschool, Larisa Albrecht (larisa@melearning.org) via email to ask permission to conduct a study. **Researchers will say that they are with UCONN K.I.D.S.** The director or coordinator will request needed materials, such as the IRB-approved parent permission form and study protocol.

2. Researchers will submit IRB approved parent permission form and study protocol to the director or coordinator of the program via email. 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 faculty Principal Investigator (name and contact information found on the study protocol or provided by the 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 center the following steps must be completed by the researcher.

   - a) Researcher will request list of program children per class from director or coordinator of facility for tracking parental permission.
   - b) Researcher will coordinate a time with the director to distribute approved, dated parent permission forms, (include the IRB number) in parent mail pockets or backpacks of children.
   - c) Researcher will tape a large envelope, clearly labeled with name of study next to parent pockets for the collection of parental permission forms in each class.
   - 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 center. 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 both the researcher and the program director with the day and time. Studies normally take about 20 minutes to complete.
     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.
   - f) 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.
   - g) 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.