



Dear Parent / Guardian:

The Maine Mathematics and Science Alliance (MMSA) is a non-profit educational organization that provides resources, professional development, and policy support for science and mathematics in Maine and nationwide. We often create materials for educators that show youth in action, both in school and out, working on exciting science and math projects that we sponsor. Right now we are collaborating with out-of-school providers such as 4-H, Boys and Girls Clubs, and librarians to advance their skills in working with youth.

We want to let you know that your child may have been videotaped today, along with other participating youth, while they engaged in afterschool activities with the provider named below. The videos will not be made public, but will be used as part of a coaching program to help afterschool providers and other educators to improve their skills in teaching science and mathematics. The video may be shared with:

- other out-of-school educators, such as afterschool providers and librarians;
 - a coach who will be offering the afterschool providers professional development;
 - MMSA staff who are trying to find ways to improve the quality of videos used for coaching;
 - researchers who are developing observation tools for rating the quality of teaching by afterschool providers.
- **Your child's performance will not be judged, only that of the afterschool provider in helping your children learn.**

The videos will be destroyed by the provider and by the researchers on or before the end of the project (12/31/21), unless we have contacted you to request your written permission to keep them beyond that date. The way we destroy the videos is by deleting them from our online file storage system (Box) at MMSA headquarters in Augusta. We also tell the program coaches to email all their educators at the end of each course, telling them to delete the original copies of their videos, and any other copies they may have made of any videos involving youth.

As part of this educational program, your child may be videotaped again in the future. If you prefer that your child not be videotaped, or if you have any questions or concerns, please contact Sue Allen at sallen@mmsa.org or 207-200-6111.

Out-of-school time program provider's name: _____

Thank you,

A handwritten signature in black ink that reads "Sue".

Sue Allen
Senior Research Scientist

Providing educational leadership, promoting educational excellence