Dear Parents and Guardians:

**Early Development Instrument Questionnaire**

Between February 01 and March 31, 2019, teachers of 5-year old Kindergarten students across the Northwest Territories (NWT) will be completing a questionnaire called the Early Development Instrument (EDI).

The EDI was developed by the Offord Centre for Child Studies at McMaster University and has been administered in all NWT Kindergarten classrooms since the 2012 school year. The EDI provides the Department of Education, Culture and Employment (ECE) with important information used for the planning and improvement of territorial early childhood programs and services.

The purpose of this questionnaire is to better understand and measure areas of early childhood development that contribute to children’s well-being, health, and school success by collecting teachers’ observations about five areas of child development: physical health and well-being; social knowledge and competence; emotional health and maturity; language and cognitive development; and   
general knowledge and communication skills. EDI results are reported on a   
population-based level and never report on individual children.

The Offord Centre has provided the attached Parent Information Sheet about the EDI as a formal requirement for EDI implementation. The key points from the letter for parents and caregivers are to understand:

* The EDI is a questionnaire that will be completed by your child’s teacher.
* The EDI is never used as an assessment of individual children.  
  The information is collected without children’s names. The EDI questionnaires are combined together to provide a snapshot of children’s development as a group.
* If you choose not to have your child participate in the EDI, please let your child’s teacher know your decision.

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This personal information about your child is being collected under the authority of the *Access to Information and Protection of Privacy Act* section 40(c)(i) as necessary to the school program and to NWT education and early childhood programming, and will be used for research, program administration, and planning purposes.

Please note that the EDI data will be stored securely at ECE and may also be used in the following ways:

1. Education Authorities and ECE will use the EDI data and reports to inform programming and decision making;
2. Data may be shared with the Department of Health and Social Services to help inform their programs and services for children, and with the NWT Bureau of Statistics for research purposes;
3. Data held by the Offord Centre is used to study the national development of children in areas of well-being, health and school success.

If you have questions about the collection of personal information or the implementation of EDI at our school, please contact me at [insert principal’s number and email address] or Ms. Debbie Mutford, Early Childhood and Primary Coordinator, Department of Education, Culture and Employment, at debbie\_mutford@gov.nt.ca or by phone at (867) 767-9354 ext. 71278. If you would like more information about the EDI, please see the attached information sheet, or visit the Offord Centre of Child Studies at McMaster University http://edi.offordcentre.com or contact Ms. Patricia Raso at the Offord Centre for Child Studies at (905) 525-9140 ext. 27051.

Sincerely,

[Insert Principal’s signature]