



MIAMI DADE COUNTY  
COMMUNITY ACTION AGENCY  
HEAD START/EARLY HEAD START

(M)

WAITING LIST LETTER  
(Quarterly follow up)

Dear \_\_\_\_\_:  
(Parents name)

Thank you for your interest in enrolling your child in the CAA Head Start/Early Head Start program.

Currently, your child's application is on the waiting list for the \_\_\_\_\_  
(Name of center)

Please contact \_\_\_\_\_ at \_\_\_\_\_ to let us know if you are still  
(Social Worker) (Telephone #)  
interested in remaining on the waiting list. Also, we would like to know if there are other centers that you might be interested in attending in close proximity to your home or work.

A response is required by \_\_\_\_\_. If we do not hear from you by this date,  
(Within two weeks)  
your application will be removed from the waiting list.

Again, thank you for your interest and we look forward to speaking to you soon.

Sincerely,

\_\_\_\_\_  
Name/Title