September 5, 2017

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Thank you for your trust and support. We certainly value and hope we can continue our relationship as we consider it an honor to have your child(ren) participate in our Early Headstart Program this 2017/2018 school year.

The Nest Child Care and Parent Institute has always been mindful of the costs of raising a child. While we will continue to provide formula, diapers and meals to the children in our care; we are only able to do so through our partnerships with CACFP, DHS and Early Headstart. With that being said, we are requiring all new and returning families to apply for child care subsidy through DHS.

Our records show you are missing:

* proof of income *to submit your application.*
* proof that your application was *submitted to your DHS Case Worker*.

*- OR -*

* decision letter or proof that your application was *approved or denied* *for child care subsidy*.

In order for us to hold your child’s spot, we will need 1) Proof that your application has been submitted and is pending review for approval OR 2) Approval from your case worker that your family qualifies for child care subsidy. In order for your child to remain, we will need the above documentation by Monday, September, 11, 2017.

Thank you for understanding. We look forward to another year of learning with your family.

Sincerely,

Joy Dean, Executive Director

Nest Child Care & Parent Institute

(313) 331-1444

nestchildcarecenter@gmail.com

[www.nestinstitute.org](http://www.nestinstitute.org)