

East Missouri Action Agency, Inc.  
HEAD START  
“An Equal Opportunity/Affirmative Action Employer”

**LETTER TO PARENTS**

Date \_\_\_\_\_

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

After a careful review of our records, we are showing that your account balance is \$\_\_\_\_\_ as of \_\_\_\_\_. Please make arrangements with the Site Manager to bring your account up-to-date as soon as possible.

If payment has not been made by \_\_\_\_\_ your child will then be transferred to the 9:00-3:00 Tuesday through Friday class.

Your account will need to be paid in full before your child can return to the extended hour(s) Head Start Center.

We regret to take this action; however, Head Start funds only pay for the 9:00-3:00 classroom days. The extended hours are funded through the parents and the State paid subsidies. At this time we have a large number of families who are waiting for a spot in the extended hour care.

If you have any questions, please speak with the Site Manager.