



Parent Follow Up Letter

Appendix F

(Text should remain as it is below, but use your regional letterhead)

Date

Parent Name

Mailing Address

City IA ZIP

Dear Parent's first name,

Thank you for contacting Child Care Resource and Referral for assistance with your child care needs. Choosing child care is one of the most important decisions families make. We encourage you to read the enclosed materials, schedule an interview with the providers on your list and check references to determine which program best matches your family's standards and values. Availability of child care openings fill quickly, so call the programs on your list as soon as possible.

The information you shared is confidential and there is no cost for our referral service.

The names provided are intended as referrals only. We cannot warrant the information concerning any provider. We do not license, endorse, or recommend any particular provider, nor can we assure you that any provider gives quality care.

Child care referrals and parent resources are also available on our website at www.iowaccrr.org. Some providers may choose not to promote their business via the website so if you need additional referrals or information contact us at 800-XXX-XXXX.

You will be contacted by phone, mail or email and offered the opportunity for feedback. The information will be used to improve services for families in our community.

If you have concerns regarding the quality of the child care referral process contact the CCR&R director by phone at 800-XXX-XXXX.

Sincerely,

Specialist Name

Parent Services Specialist

(XXX) xxx-xxx or 800-xxx-xxxx

Contact email

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