

HEAD START & EARLY HEAD START COVER LETTER FOR THE APPLICATION

PROGRAM OPTIONS:

- California State Pre-School Program (CSPP):** Mondays, from 8:30 a.m. – 12 noon, **and** *(Half Day Session)
- *Half Day Session:** Tuesday – Friday – A.M. Session, 8:30 a.m. – 12 noon **or** P.M. Session, 1:00 p.m. – 4:30 p.m.
- Full Day or Family Child Care:** Monday – Friday, 7:00 a.m. – 6:00 p.m.
- Home Base:** Services provided in the home one day a week with two socializations at a played based center.
- Early Head Start Full Day:** Monday – Friday, 8:15 a.m. – 5:00 p.m.

*All Head Start locations are accessible by Bus or BART. Transportation aide provided on a case by case basis.

Dear Parent/Guardian(s):

Thank you for your interest in the Early Head Start/Head Start Program. Early Head Start/Head Start serves low-income, city of Oakland residents and Homeless families. 10% of slots are reserved for children with disabilities. (September to June) please return the application to the Early Head Start /Head Start office or the center location nearest your home. **During the summer months (June to August) or on site closure days please return application to:**

*Oakland Head Start & Early Head Start
Enrollment Offices
150 Frank H. Ogawa Plaza, Suite 5352
Oakland, CA 94612
(510) 238-3165 Main Number / (510) 238-6784 Fax*

PLEASE SUBMIT THE FOLLOWING DOCUMENTS WITH YOUR CHILD'S APPLICATION

- 1. Head Start Application (Signed and Dated)
- 2. Head Start Emergency Card (Signed and Dated)
- 3. Proof of Birth (Original Birth Certificate, Passport, Letter from Hospital)
- 4. Proof of Pregnancy (Pregnancy Verification form)
- 5. Proof of Income (1040 Tax Form, CalWork's Printout, SSI Statement, 2 or more Current Check Stubs equal to one month of income, Unemployment Award Letter)
- 6. Immunization Records (Yellow Shot Record, Printout from Doctor or Health agency)
- 7. Medical Insurance Card (Medi-cal, Alameda Alliance for Health, Blue Cross, Kaiser Permanente etc.)
- 8. Proof of Residency (Recent Utility Bill, Rental Agreement or Lease, Health/Social Services Letter)
- 9. Proof of Homelessness in the City of Oakland (Letter from Agency or ask staff to provide a Self Identification Form for Homeless)
- 10. Proof of Employment, Job Training or School for Full Day Services (Two parent households must attach for both parents)
- 11. Current I.F.S.P. from Regional Center of the East Bay (RCEB) or I.E.P. from Oakland Unified School District (OUSD) for Children with Disabilities

TIMELINE FOR PROCESSING

- Please allow up to 30 days for processing.
- When applications are processed an Application Status form will be mailed via U.S. Mail.
- (Homeless families can drop by the Main Office to receive a status of their child's application or call the number listed above.)
- Families who are over the income guidelines will receive other resources for pre-school in the community.

Sincerely,
Germaine Davis,
Recruitment/Enrollment
Coordinator

CoverletterApplication/gdavis/March12,2014

Date of Appointment: _____, 20____
Month/Day Year
Scheduled Appointment Time: _____ A.M. / P.M.
HS Staff: _____