

Webb County Head Start/Early Head Start

Tel. (956)795-1515 Fax (956)791-2149 P.O. Box 2397 Laredo, Texas 78044



July 24, 2018

Dear Head Start/ Early Head Start/ Child Care (CCP) Employee:

This letter is to serve as an official notice that from this day forward, you will be notified via ChildPlus communication as to return to work dates, employment opportunities (vacant positions that will be filled), and other vital information regarding program operations. It is VERY IMPORTANT that you provide the Main Office with a current cellular phone number and a current e-mail address.

Instructions for Annual Training (formerly known as PreService) remain the same as in previous years:

- **All Kitchen staff** must contact Leticia Mendoza to discuss your return to work site.
- **Annual Training** workdays are from 8:00 a.m. to 5:00 p.m. with a one-hour lunch. Please be on time and prepared to work, as there are several mandatory trainings scheduled.

The following required documentation **MUST** be submitted to Ms. Cobos prior to your return to work date. Not all documents will apply to everyone. You should know which documents apply to you based on your job title and responsibilities. Failure to submit documents on time will result in your inability to return to duty until all documents are submitted.

- TB Test (**Due every nine years** and/or if “at risk” based on TB Questionnaire) / X- rays (as per physician’s order).
- First Aid/CPR Certificates
- Food Handler/Manager Certificate
- Copy of AA Degree/current CDA Certificate
- Copy of Current CDL / Drivers License
- Physical Exam – required every three years.

I look forward to seeing everyone in good health. Enjoy the rest of your time off. Please do not hesitate to call the Main Office if you need further clarification (795-1515).

Respectfully,

Aliza Flores Oliveros
Head Start / Early Head Start / CCP Director