

Webb County Head Start/Early Head Start

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



July 10, 2014

Dear Head Start Employee:

This letter is to serve as an official notice of return to work dates and instructions.

- **Head Start staff** will report to duty on **Tuesday, August 12, 2014** at your assigned center at 8:00 a.m.
- **All Kitchen staff** must contact Leticia Mendoza to discuss your return to work date.

Pre-Service 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 throughout the week.

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.

Please check the Webb County web site for vacant position. 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 Oliveros
Head Start / Early Head Start Director