

Report	Email Address	When
Attendance/Justification	<a href="mailto:attendance@headstartesj.com">attendance@headstartesj.com</a>	Daily by 12 p.m. first 30 days; Every Friday by 3 p.m. after that
Accident/Incident (Reports needing immediate attention only)	<a href="mailto:accidentincident@headstartesj.com">accidentincident@headstartesj.com</a>	As they happen
Community Comment	<a href="mailto:communitycomment@headstartesj.com">communitycomment@headstartesj.com</a>	As they happen
COS	<a href="mailto:cos@headstartesj.com">cos@headstartesj.com</a>	As they happen
CPS	<a href="mailto:cps@headstartesj.com">cps@headstartesj.com</a>	As they happen
Drills	<a href="mailto:drills@headstartesj.com">drills@headstartesj.com</a>	As they happen
Enrollment	<a href="mailto:enrollment@headstartesj.com">enrollment@headstartesj.com</a>	As they happen
Facilities	<a href="mailto:facilities@headstartesj.com">facilities@headstartesj.com</a>	Every week on Thursday
Health	<a href="mailto:hshealth@headstartesj.com">hshealth@headstartesj.com</a>	As they come in
HR	<a href="mailto:hr@headstartesj.com">hr@headstartesj.com</a>	As needed
Home Visit Parent Teacher Confernce schedules	<a href="mailto:hvpt@headstartesj.com">hvpt@headstartesj.com</a>	As they happen
IEP	<a href="mailto:iep@headstartesj.com">iep@headstartesj.com</a>	As they come in
In-Kind	<a href="mailto:inkind@headstartesj.com">inkind@headstartesj.com</a>	Use when out on COVID leave
Manifest Bus/Class/Parent sign in	<a href="mailto:manifestbusclass@headstartesj.com">manifestbusclass@headstartesj.com</a>	Daily
Parent Notification	<a href="mailto:parentnotification@headstartesj.com">parentnotification@headstartesj.com</a>	As they happen
Provider Sign in	<a href="mailto:providersignin@headstartesj.com">providersignin@headstartesj.com</a>	weekly
Virtual Meetings	<a href="mailto:virtualmeetings@headstartesj.com">virtualmeetings@headstartesj.com</a>	As they happen
Virtual Schedule	<a href="mailto:virtualschedule@headstartesj.com">virtualschedule@headstartesj.com</a>	As they happen

## SUB LINE 999-0125

SUB LINE can be called as soon as you have an appointment scheduled, whether it's 2 days or 2 weeks, you can call in advance. If you're calling the day of your absence, it must call in **two hours** prior to your scheduled work time. If it's after 7:30 a.m. then you need to call your manager. **DO NOT CALL THE SUB LINE AFTER 7:30 a.m.** to report your absence for the same day. **REMINDER:** Polices and procedures for absence is to be taken in half or full day increments.

## Bus Dispatch (Transportation Only) 393-5875