

Elkhart St. Joseph Counties Head Start Consortium EMAIL ACCOUNTS

Report	Email Address	When
Attendance/Justification	attendance@headstartesj.com	Daily by 12 p.m. first 30 days; Every Friday by 3 p.m. after that
Significant Incident (Reports needing immediate attention only)	accidentincident@headstartesj.com	As they happen
Community Comment	communitycomment@headstartesj.com	As they happen
COS	cos@headstartesj.com	As they happen
CPS	cps@headstartesj.com	As they happen
Deca	deca@headstartesj.com	As they happen
Denver	denver@headstartesj.com	As they happen
Drills	drills@headstartesj.com	As they happen
Enrollment	enrollment@headstartesj.com	As they happen
Facilities	facilities@headstartesj.com	Every week on Thursday
Health	hshealth@headstartesj.com	As they come in
HR	hr@headstartesj.com	As needed
Home Visit Parent Teacher Confernce schedules	hvpt@headstartesj.com	As they happen
IEP/IFP	iep-ifsp@headstartesj.com	As they come in
In-Kind	inkind@headstartesj.com	Use when out on COVID leave
Head Start Lesson Plans	hslessons@headstartesj.com	Weekly (Every Friday)
Early Head Start Lesson Plans	ehslessons@headstartesj.com	Weekly (Every Friday)
Mental Health/Behavior and Education/Developmental/Special	hsreferral@headstartesj.com	As they happen
Manifest Bus/Class/Parent sign in	manifestbusclass@headstartesj.com	Daily
Parent Notification	parentnotification@headstartesj.com	As they happen
Provider Sign in	providersignin@headstartesj.com	Weekly
Virtual Meetings	virtualmeetings@headstartesj.com	As they happen
Virtual Schedule	virtualschedule@headstartesj.com	As they happen

SUB LINE 574-999-0125

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, you must call in **TWO (2) HOURS** prior to your scheduled work time. Anytime after 7:30 a.m. then ***you must call your manager***. **DO NOT CALL THE SUB LINE AFTER 7:30 a.m.** to report same day absences. **REMINDER:** Policies and procedures for absence is to be taken in half or full day increments.