



**“The Children Are Our Future—Let’s Equip Them”**

## **IMPORTANT INFORMATION**

Positive Directions Main Office	654-9444
Positive Directions Main Office Fax	654-9445
Call Center	824-6135
Sheree Manlove Cell Phone	388-6786

Positive Directions Main Office Address:  
Physical Address: 305 A Street, Wilmington, DE 19801  
Mailing Address: PO Box 806, New Castle, DE 19720

## **IMPORTANT THINGS TO REMEMBER**

When you need to call off from work:

1. Call AT LEAST 2 hours BEFORE your assignment begins
2. Contact the Call Center at 824-6135
3. If Call Center is unavailable contact Sheree at 388-6786

**Criminal Background Checks and TB Test Results are due within 1 week *after* you begin your employment with Positive Directions. Any employee who does not adhere to this policy will be replaced until all required information has been provided to the Positive Directions Main Office.**

P.O. Box 806  
New Castle, DE 19720

Phone: 302-654-9444  
Fax: 302-654-9445