



# Parent/Child Incorporated (PCI) of San Antonio & Bexar County

"Growing San Antonio's Tomorrow...Today!"

7815 Mainland Dr. San Antonio, Texas 78250-5150

P.O. Box 380055 San Antonio, Texas 78268-7055

210-226-6232 1-800-526-1960 210-475-5131 Fax 210-475-5149 Intake Line

Dr. Sharon M. Small, Chief Executive Officer/HS/EHS Director

August 4, 2020

## Message from Dr. Sharon Small, CEO

Greetings Early Head Start Parents/Families!

I hope your *virtual experience* has been pleasing and beneficial to your child and enlightening for you! We appreciate the effort and time you have placed in your child's early learning experience. This has been an experience for us all.

As we prepare for the 2020-2021 school year, it is important that we train all staff on guidelines and specific educational mandates to help ensure a safe and healthy teaching and learning environment. Student and staff safety are at the forefront of all planning. Therefore, there will be a **one-week break** to provide for preservice training **August 17 – 21, 2020**. ***There will not be Early Head Start services during that week.*** You will be contacted the same week to share with you if ***Meet the Teacher*** will be **virtual** or **face-to-face**. The Nutrition Department will also be available to explain how meals will be provided. Early Head Start services as well as Head Start services will resume **August 24, 2020**.

## New Procedures Due to COVID-19 COVID-19 Pandemic Modifications

Below are items/activities that are now required to implement when children go to the center for **face-to-face** learning:

### Modifications and expectations for the school year based on CDC recommendations:

- Limit group sizes per classroom and capacity for the entire center.
- Children will not change from one group to another.
- Each group will be in a separate room/setting and will not mix with each other.
- Classes will adapt practices to allow physical distancing of at least 6 feet.
- High touch surfaces will be sanitized between uses
- Manipulatives will be sanitized after use.
- There will be no community field trips until further notice.
- Children will no longer eat family style. Meals will be individually served.
- Staff will wear masks and gloves and encourage and reinforce social norms and health etiquette.
- It is highly encouraged for children to wear a mask.
- A change of clothes is required.

**There will also be modified drop off and pick up procedures and families are asked to stay inside their vehicle.**

### Drop Off:

- Parent will pull up to the designated drop off/pick up area
- Staff will check in children.
- Staff will conduct PCI's COVID-19 Health Screening Questionnaire for each child, every day.

Services Provided By This Agency: Head Start, Early Head Start, EHS-CCP & Expansion, Center Nutrition Program, Day Care Homes Nutrition Program, Family Support Services, Disabilities Services and Professional Development

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- Staff will take the temperature of the child – if it is above 100 F, the child will not be allowed to attend.  
Note: Any employee or child who has any of the following new or worsening signs or symptoms of possible COVID-19 will not be allowed to attend:
  - Cough
  - Shortness of breath or difficulty breathing
  - Chills - Repeated shaking with chills
  - Muscle pain
  - Headache
  - Sore throat
  - Loss of taste or smell
  - Diarrhea
- Staff will escort children into the center.

### Pick Up:

- Parent will pull up to the designated drop off/pick up area.
- If arriving prior to end of the school day they will call the center phone number. If arriving after the center is closed, staff will come outside to assist.
- Temperature will be taken upon dismissal
- Staff will verify the person who is picking up the child is on the authorized pick up list by asking for a driver's license or photo ID daily.
- Once a parent/guardian is verified, staff will check out the student.
- Staff will then call for the student.

We encourage you to visit the PCI website and to follow our social media platforms for updates at [parentchildinc.com](http://parentchildinc.com).

Let us *work together* to make this year a memorable one for you and your child as we continue to...

***“Grow San Antonio’s Tomorrow... Today!”***

Sincerely,



Dr. Sharon M. Small  
Chief Executive Officer/HS/EHS Director