

— WELCOME —
BACK TO SCHOOL



***“PCI...Demonstrating
Resilience, Commitment and Heart!”***

CEO BACK TO SCHOOL MESSAGE

TO: PCI STAFF
FROM: Sharon Small, Ph.D.
DATE: August 24, 2020
RE: CEO MESSAGE



“PCI...Demonstrating Resilience, Commitment and Heart!”

Greetings!

Welcome Back to the official start of the 2020-2021 virtual school year for all children for the first two weeks of school! I appreciate your hard work and dedication in preparing for the beginning of school. You are demonstrating our ‘20- ‘21 theme of being *Resilient, Committed and Heart*. My hope is all teachers share our **Success Motto** each day as remote learning begins! We are becoming a **Trauma Informed Approach Agency**, and the **Success Motto** is a way of letting children know their worth...the sky is the limit. I also hope each of you keep the **Success Motto** in your minds and hearts as you go about your jobs.

The CEO office will contact each center daily to determine how the virtual learning is going. Though disappointed about our shipment of Chromebooks for each child and staff in need has not come in, our **Distance Learning Facilitator, Education/Training Staff and Teaching Staff** are flexible and have synchronized ways to schedule and interact with the children and families. **Way to go!**

Words cannot express the incredible job our **Family Service Workers** are doing in assuring PCI reaches enrollment status of Early Head Start and Head Start and the Early Head Start-Child Care Partnership. Thank you, **Ms. Almares, Ms. Perez**, and all the **Family Service Workers** for **HS, EHS, and CCP** for the work that you do! I have no doubt it is just a matter of days before we have the numbers needed to include children with disabilities! Also, our **Kitchen and CACFP** drivers have a plan to ensure our families enrolled will receive nutritious food. Food will be provided on Mondays for parents to pick up at their centers. Special thanks to **Ms. Janie Pulliam** and **Mrs. Monica Middleton-Ellison** for thinking ahead to assure our children still receive nutritious food even though the learning is virtual.

I also want to thank each of you for participating in the first ever Virtual **2020 Pre-service and the CEO Convocation!** The **CEO Convocation** was a **huge** success as our Keynote Speaker, **Ms. Diane Salazar**, focused on becoming a Trauma Informed Agency and identifying trauma and how to respond to it. Trauma is the unique individual experience of an event or conditions in which the individual's ability to integrate his/her emotional experience is overwhelmed and the individual experiences a threat to his/her life, bodily integrity, or that of a caregiver or family. PCI has noticed many children within our programs that have/are showing various negative and sometimes uncharacteristic behaviors because of events that they have seen, heard or experienced. PCI will become a Trauma Informed Approach Agency, able to identify trauma and approach it in a helpful manner. I will share more about **becoming a Trauma Informed Agency** throughout our school year.

Each year, the **Executive and Cabinet teams** try to come up with something special to let our dedicated staff see another side of us. This year we shared a video of a high school principal in Alabama parodied MC Hammer's **"U Can't Touch This"** to encourage students to be safe when they return to school face to face. Though the video focused on the children, it also focused on what each of us should do to keep everyone safe during this pandemic – children and staff. Special Thank you to our **Distance Learning Facilitator, Michelle Zamora** who made the entire **CEO Convocation and the Benefits** presentations successful.

I believe our **Keynote Speaker, Diane Salazar**, topped off the Convocation sharing and showing the importance of the early years and how trauma affects them as well. You touch lives each day that have the potential to be great! It does not matter where you live or your circumstances, if you have caring individuals that believe in each child, success develops. It's what you **think**, what you **say**, what you **believe**, and what you **do** that let children know how you feel about them - which ultimately leads to success or the lack of it. **Be** that special person in a

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child's life. Ms. Salazar's message also resonated with the **Success Motto** that I introduced last year at the **2019 CEO Convocation**. During my message, I shared the reason behind the Success Affirmation. It is all about making a child as well as yourself feel the success. I hope that each of you will use the affirmation daily with your children. The Affirmation states:

*"I'm a Success and I Know Why
My Motto is to Try, Try, Try
To do and be my very best
That is Why, I'm a Success!"*

Congratulations to the following:

- *2019-2020 Teacher and Teacher Assistants of the Year*
- *2019 – 2020 ECCs*
- *Newly Appointed ECC – Ms. Patricia Cardenas – Place for Life EHS*
- *Retirements - Ms. Mary Pemberton –Place for Life EHS*
- *PCI Staff with 5, 10, 15, 20, 25, 30, 35 40 Years of Service*
- *Leadership PCI Class 2 Graduates – 2019-2020*
- *Leadership PCI Class 3 Inductees – 2020-2021*
 - *Carla Mandujano*
 - *Eunize Velazquez*
 - *Gregory Flores-John*
 - *Jennifer Coronado*
 - *Lisa Sifuentes*
 - *Monica Rodriguez*
 - *Michelle Zamora*
 - *Sylvia Leija*

The purpose of **Leadership PCI** is to enable qualified PCI staff to undergo “on-the-job” training so they will be better qualified to take over the reins as future PCI leaders. The meaning of “on the job” in this case is to provide them with access and knowledge from current PCI leadership in various positions and roles to gain insight into the workings of the agency. **Congratulations to the Leadership PCI Class of 2019-2020** who officially graduated during the **Virtual CEO Convocation: Alice Espinoza, Desiree Perez, Katrice Harris, Kim Wilson, Lutene Nunn, Norma Bernal, Patricia Cardenas, Stacy Almendarez and Thalia Delgado**. Way to go! These individuals will act as mentors for the 2020-2021 Leadership Class!

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INNOVATIONS at PCI and IMPORTANT ANNOUNCEMENTS!

Parent/Child Incorporated is excited to bring new and exciting innovations to our staff and families.

PCI's Answer to the Digital Divide



New and Improved Website and APP



Brady Environmental Resource Center



The technology van is PCI's answer to the Digital Divide. **Mr. Joe Segura** will be guiding this project. **Ms. Connie Murphy** has upgraded our **website** and is working on an **App**. **Ms. Candace Collins** from the Inaugural Leadership PCI Class #1 is now the Operations/Resource Coordinator and will share how staff and parents may reserve and create amazing things for the children at the **Brady Resource Environmental Resource Center**. Way to go PCI!

Benefit Open Enrollment for Health and Supplemental Insurance was introduced at the CEO Convocation. We are excited to know there will be no changes to the medical and dental insurances we currently have. More information will be coming from our **HR Department** regarding due dates, how to make changes and other vital information.

Reopening Plans

The safety of our children and staff are at the forefront of all planning. PCI is prepared to help prevent, lessen, and respond to the COVID-19 virus, and this will require our collective efforts. There will be **no face to face instruction** until at least the **Tuesday after Labor Day, Sept. 8** for those parents that wish to send their child to the center. Therefore, we will offer both **distance learning** and **face to face instruction**.

PCI will continue to closely monitor the situation and take guidance from Metro Health Department, Texas Department of State Health Services, and the Center for Disease Control. But as we continue through these unprecedented times, we ask everyone to be mindful of the key preventative measures of wearing masks, social distancing, washing hands thoroughly, and staying home when sick.

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Basic Calendar of Events – Complete Calendar Coming

2020-2021

August

- ❖ 17 – 21 Preservice 2020 Week begins
 - PCI Convocation
- ❖ 21 – Meet the Teacher 2-5 p.m.
- ❖ 24 – First Day of School – *All classes virtual*

September

- ❖ 7 – Labor Day Holiday
- ❖ 8 – Face to Face Classes begins (based on conditions) **

October

- ❖ 12 – Columbus Day / Staff Development Day

November

- ❖ 3 - Election Day 2020
- ❖ 23 – 27 – Thanksgiving Break

December

- ❖ 21 – Jan 1 – Winter Break

January

- ❖ 1 – New Year’s Day
- ❖ 18 – Martin Luther King Jr. Holiday

February

- ❖ 15 - Bad weather make-up day/ Student Holiday/Staff Development Day

March

- ❖ 8-12 Spring Break

April

- ❖ 2 – Good Friday Holiday
- ❖ 23 – Battle of Flowers Holiday – may change

May

- ❖ 31 – Memorial Day

June

- ❖ 3 - Last day for Head Start
- ❖ 4 – Bad weather make-up day/Staff Workday

“PCI...Demonstrating Resilience, Commitment and Heart!”

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I'M A SUCCESS

by

DR. SHARON SMALL

I'M A SUCCESS AND I KNOW WHY

Soy un éxito y sé por qué

MY MOTTO IS TO TRY, TRY, TRY

Mi lema es tratar, tratar, tratar

TO DO AND BE MY VERY BEST

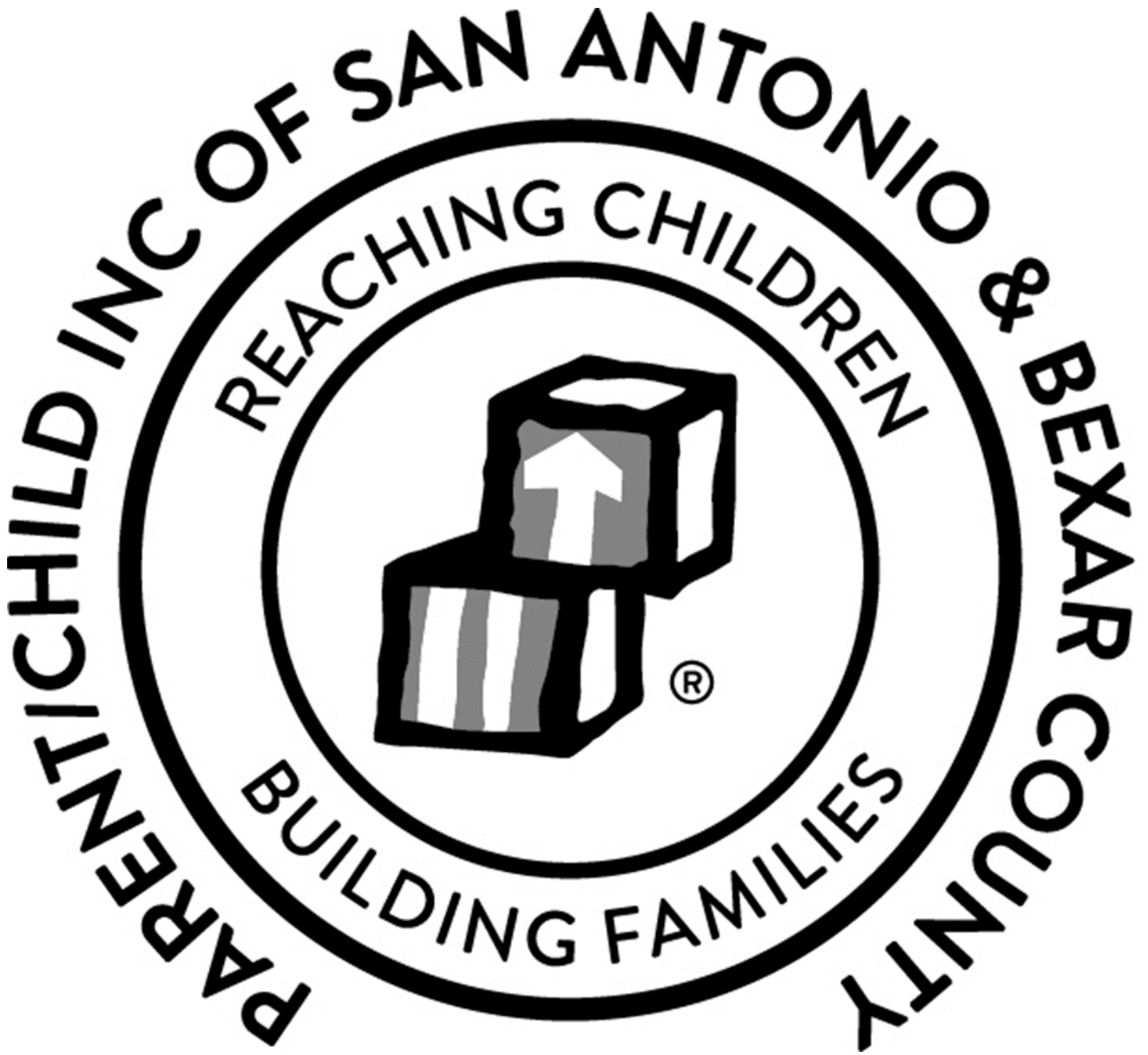
Para hacer y ser mi mayor esfuerzo

THAT IS WHY, I'M A SUCCESS!

Por eso, ¡Soy un éxito!



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



**PARENT/CHILD INCORPORATED OF
SAN ANTONIO & BEXAR COUNTY**

FACE TO FACE

QUICK GUIDE

REOPENING PLAN

COMMUNICATION PLAN

We will utilize various means of communication to ensure you are kept informed on the latest developments around COVID-19 and on the reopening of our centers, facilities, and programs.

We encourage you to visit our website and to follow our social media platforms as well as the local news. In addition to these, we will utilize the Push notification system to send out periodic information, phone messages, and our newly established mobile app.

STAFF & CHILD HEALTH AND SAFETY

The safety and well-being of employees and students is the priority for Parent/Child Incorporated as we begin the shift from virtual teaching and learning to returning to our centers. We all play an important role in minimizing the risk and impact to each other and our operations.

Various changes in the way our centers look as well as the number of children in each classroom due to social distancing as well as new practices and protocols have been implemented to follow recommended health and safety guidelines. The goal is to collaboratively ensure that all staff, children, and visitors to PCI centers and facilities feel safe and secure to effectively navigate the complexities of a “new normal.”

As always, PCI staff will continue to meet the challenges of the COVID-19 pandemic *demonstrating resilience, commitment and heart* assuring a quality Head Start experience for each child.

The below information provides general guidance for the start of the 2020-2021 school year. The information in this guidance outlines the current best practices provided by federal, state, and local health officials for preventing and mitigating COVID-19 in the childcare environment. PCI will provide updates to this guidance as additional information becomes available.

CHILD SCREENING

All staff and parents (for their child) must complete the PCI Screening Questionnaire daily before they come to school. This tool screens for any of the following new or worsening signs or symptoms of possible COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Chills/Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Nausea/Vomiting
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19

The following guidelines will be in place:

- Children with a temperature of 100.0 F or higher will be immediately isolated from others and sent home.
- Children and staff members sent home with fever and diagnosed with conditions other than COVID-19 will be mandated to stay home until fever-free for 24 hours without the use of fever-reducing medication.
- Children and staff members with diagnosed or suspected COVID-19 will continue to be subject to CDC requirements for isolation.
- All children will be provided daily guidance on proper hand hygiene, respiratory etiquette, and social distancing.
- All children 3 years and older will be required to wear a face mask while in classrooms, common spaces, and when social distancing cannot occur. Children 2 years of age and younger are not required to wear a mask.
- Considerations will be made by staff in communication with parents for special needs, and/or medical concerns.
- All face masks should cover the nose and mouth.
- All children will be encouraged to wash their hands and use hand sanitizer before entering the classroom (which includes coming in from the playground) and prior to leaving for the day.

PHYSICAL BARRIERS AND GUIDES

- Shelves will be installed to assure appropriate separation in the classroom and social distancing. Children will remain with the same group daily.
- Visual cues, signage, and barriers will be used to direct traffic flow and demonstrate social distancing.

PARENT 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.
- 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.

PARENT 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.

PARENT DROP OFF AND PICK UP

General guidelines will include:

- Minimize close contact between students, staff, and families at arrival and dismissal through the following methods.
- Follow center-designed guidance for drop-off and pick-up that reduces the need for parents/guardians to enter the school.
- Utilize visual cues, signage, and barriers to direct traffic flow and demonstrate social distancing.
- Consider assigning entry and exit doors to ensure even distribution of students entering/exiting the building.
- Instruct drivers to remain in their vehicles when dropping off or picking up students.

VENDORS AND DELIVERIES

- Vendors will not be allowed to make deliveries beyond main entries. All vendors will be instructed where to make deliveries.
- At this time, no food deliveries will be accepted at the campus for adults or students.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

All centers, facilities and departments will be provided with hand sanitizer stations, hand sanitizer bottles, disinfectant spray, face masks, gloves, touchless thermometers and signage for social distancing and prevention. Students are not to use disinfectant spray and it needs to be kept in a secure area. Hand sanitizer stations are to be placed at entry points and sanitizer is required in each center classroom. Children and staff are required to wash their hands and/or use hand sanitizer upon entry to the building and several times throughout the day.

RESTROOMS AND HAND WASHING

Children should practice social distancing to and from the restroom as well as all sanitizing and disinfecting strategies for individual safety (handwashing). Posters on how to wash hands properly will need to be posted in all restrooms and can be ordered from the Brady Environmental Resource Center in English and in Spanish.

- Handwashing for 20 seconds is preferable over hand sanitizing; hand sanitize when handwashing is not available.
- Model, practice, and monitor handwashing for children. Develop routines to ensure children wash their hands or use hand sanitizer upon arrival to the center; after using the restroom; after playing outside and returning to the classroom; before and after eating; and after coughing or sneezing.
- Have children wash hands at staggered intervals to minimize the number of children standing around handwashing and hand sanitizer stations.

FACE COVERINGS

Centers for Disease Control and Prevention (CDC) guidance provides that people should wear face coverings in public settings to reduce the spread of COVID-19 where other social distancing measures are difficult to maintain. Everyone (employees, students, parents, visitors, vendors, etc.) approved to enter a PCI facility will be required to wear a face mask in public areas and shared spaces.

Employees and children (3 years and above) are required to wear their own personal face masks (over the nose and mouth). If needed, PCI will provide face masks for children and staff.

Personal face masks must adhere to the following guidelines:

- Must cover the nose and mouth to maintain effectiveness.
- Must be secured to minimize the need to adjust frequently.
- Must be appropriate for the center, non-offensive, not considered derogatory or otherwise disrespectful to team members or visitors and be professionally appropriate as outlined in the Employee Handbook dress code policy.
- Should not be loose material that could get caught in machinery or cause injury.
- Do not need to be medical grade.

SOCIAL DISTANCING

Parent/Child Incorporated will implement social distancing protocols within buildings. Individuals should keep a six-foot minimum distance. The number of persons entering and exiting the building will be monitored throughout the day.

Classrooms will be configured to allow for six feet of space between children areas to the extent physically possible.

Children and staff will avoid close contact with others. **Close contact is defined as being within six feet for a cumulative duration of 15 minutes, while not wearing a mask or face shield.**

ENHANCED CLEANING

A plan for enhanced cleaning has been developed to prevent the spread of disease. The day will begin with a clean/disinfected center and be maintained clean and safe by providing continuous planned service.

The cleaning protocol will include service and routine cleaning and disinfecting of work surfaces and areas in the facility environment, including restrooms and classrooms.

Frequent cleaning and disinfecting will be conducted in areas with high-touch surfaces, such as doorknobs and handles, classroom furniture, handrails, light switches, refrigerators, and any other areas that is frequently visited.

In accordance with CDC guidance, **drinking fountains will not be used.** The Nutrition Department will assure bottled water is available.

Hand sanitizer dispensers will be placed at main entries, entries from playgrounds and where available staff eating areas. Signage will be used to provide high visibility of sanitation stations.

TRANSPORTATION

Bus transportation is not provided for transporting children to the center. Transportation will only be used for evacuation purposes. Every effort will be made to ensure children are able to socially distance. PCI encourages families to drop children off, carpool, or walk with their child to the center to reduce possible virus exposure.

VISITORS

For the 2020-2021 school year additional safety precautions will be implemented to meet the guidelines for COVID-19. Center and facility visitors will be limited to essential business only (scheduled appointment, illness of a child and/or family emergency). All individuals entering the building will be required to wear a face covering and will be subject to screening by way of a questionnaire. Parents will not be allowed to eat breakfast or lunch with their child due to space and social distancing guidelines.

MEALS

The following guidelines will be followed at each center. All meals are prepared through the PCI CACFP Nutrition Department.

- Meals will be served on disposable plates that will be pre-plated “To Go” with disposable utensils and pre-packaged condiments.
- All Nutrition Staff will be wearing masks, gloves, and washing hands frequently.
- Parents and visitors will not be allowed to have breakfast or lunch with children due to visitor guidelines.
- No food deliveries will be accepted at the centers for staff or children.
- Food or other items including non-edibles may not be distributed to children within the classroom.

BREAKFAST

- Children will be able to eat in their classrooms.
- Teachers will monitor to ensure social distancing.

LUNCH

- Children will eat lunch in the classroom.
- Six-foot distance around all seats will be maintained.
- Centers may use outdoor areas for lunch **if appropriate** or in conjunction with a learning theme.

CONFIRMED COVID-19 CASES

If a confirmed case is identified, staff must identify any individuals who had regular or close contact with the affected staff and report this information to the Human Resources Department. General guidelines for response will include:

- Centers will close off areas used by the sick individual (child, teacher, or staff) until they can be disinfected.
- If a positive case is identified, whether staff or child, the school will identify any individuals who had regular or close contact with the affected participant. This may include the entire class (children, teachers, and staff) and potentially other teachers and staff (if multiple teachers work regularly with the child or staff member). Based on the level of interaction, individuals may be advised to self-quarantine for a period of 14 days. If so, they may return after the 14 days if they remain symptom free and have not tested positive for COVID-19. Negative test results are not required for return. If a teacher or staff member worked with multiple classes, determinations regarding self-quarantine will be made on a case-by-case basis after consultation with the Human Resources Department.
- All children, teachers, or staff will receive written notification if a positive COVID-19 case is identified among them. For children, such written notification will be provided to the parents or guardians of the child. The Human Resources Department will also notify the San Antonio Metro Health District for guidance. PCI will maintain confidentiality as required by the Americans with Disabilities Act (ADA)

HOUSEHOLD EXPOSURE TO COVID-19

If a member of a household tests positive, other members of the household should self-quarantine until 14 days after the person has recovered and should consider themselves positive if they develop symptoms. Anyone who tests positive or is in contact with someone who tested positive should NOT go to the center/work.

CENTER ISOLATION ROOMS

Anyone who has symptoms of COVID-19 when they arrive at the center or work facility, or who become sick during the day, will immediately be separated from others, and sent home. Each center/department will adhere to a protocol for isolation including the identification of a specific room(s) where children with COVID-19 symptoms can be separated. The plan for Isolation Rooms will be included in the PCI Emergency Plan and all staff will be trained on protocol to follow when a child is experiencing symptoms of COVID-19.

RETURN FROM TRAVEL

In accordance with current CDC travel guidance, all children and employees who have traveled internationally or on cruise ships are required to quarantine for 14 days prior to returning to the center/work. There are currently no CDC quarantine requirements for traveling within the United States.

Theme for 2020-2021:

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Success Motto!

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And I know Why
My Motto is
To Try, Try, Try
To Do and Be
My Very Best
That is Why
I'm a Success!*

-Dr. Sharon Small, CEO

“PCI...Growing San Antonio’s Tomorrow...Today!”